

**HEADQUARTER REQUEST FOR**

ASSET DISPOSAL (RAD FORM)

FOR ITEMS with NBV $5000 & ABOVE
 (see section 1.0 of the CAP User guide)

“**Please submit original only**”

**United Nations Development Programme**

**HQ-RADC No:** \_\_\_\_\_\_\_\_\_\_
(To be filled by PFA)

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| To be Completed by Submitting Office |
| **Submitting Office:**  | **Date of Request:**  |
| **IMA Contact:**  | **Contact Number:**  |
| **Signature of Head of Submitting Office:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name:**  |

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| **1. Description**(item name/ model/manufacturer) | **Serial Number**(Not applicable for furniture) | **Atlas Asset ID** (Atlas generated number) | **Atlas Tag ID**(UNDP bar-coded label) | **Location**(Current location in ATLAS) | **Year of****Purchase** | **Atlas****Purchase Value** | **Net Book Value of Asset** | **Disposal Method** | **Pick up status****(to be filled during pick up)** | **ATLAS Retirement status** |
|       |       |       |       |       |       |       |  |       |  |  |
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| **Total Value of Assets Disposed (enter $ in value column)** |  |  |  |  |  |  |  |  |  |  |

**\* Insert rows if you need more space to list disposal items.**

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| **2. Nature of Survey Case:****[ ]  Wear/Tear****[ ]  Exceed Lifespan/Minimum Standards****[ ]  Scheduled Replacement****[ ]  Surplus** **[ ]  Loss** **[ ]  Damage** **[ ]  Theft** **[ ]  Vehicle Accident****[ ]  Re-Use of Parts** **[ ]  Inventory Discrepancy** **[ ]  Other (Specify)**  | **3. Recommended Disposal** **a. [ ]  Donation****b.** **[ ]  Write Off** **c. [ ]  Trade-In (Estimated Value) USD****d.** **[ ]  3rd party sale Value USD** **e.** **[ ]  Other (Specify)**  | **4. Recommended Financial Responsibility****[ ]  UNDP****[ ]  Staff Member****[ ]  Other (Specify)**  |

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| **5. Summary of Case:**  |
| To be Completed by Secretary of CAP/ACP |
| **Meeting Number:** | **Date of Meeting:** |
| **Case Number:** |  |
| **6. Recommendation by CAP/ACP:** **Date:**       **Signature and Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**7. Asset has been disposed as per approved disposed method.**

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| **[ ]  Donated (Acknowledge letter is attached.)** |

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| **[ ]  Discard/Recycled ( Certification letter is attached from Vendor) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **[ ]  Competitive Sale Value USD       Sale invitation, E-bay quote, Signed sale form and Checks have been forwarded to  Treasury Section.**  **Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **[ ]  Other (Specify)** |

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| **Summary of Disposal:** |

**8. Asset has been removed from the floor.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(IMA/Unit Asset Focal Point)**

**Name (PRINT): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**9. Authorized by Chief, GO/BMS**

**Date:**       **Signature and Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Chief, GO/BMS**

**10. T**ransaction in DMS has been done.

**Date:**       **Signature and Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Asset Management Associate, PFA/GO/BMS**

**POPP LINK**

[https://popp.undp.org/SitePages/POPPSubject.aspx?SBJID=255&Menu=BusinessUnit](https://popp.undp.org/node/10371)