**United Nations Development Programme**



HEADQUARTER REQUEST FOR

ASSET DISPOSAL (RAD FORM)

FOR ITEMS WITH NBV UNDER $5000   
 (see section 1.0 of the CAP User guide)

“Please submit original only

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

|  |  |
| --- | --- |
| 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:** |

**6. 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:** |

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

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

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

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

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

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

**Chief, GO/BMS**

**9. 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)