

Headquarter Request for Non-Asset   
Disposal Form

(Items less than USD 500.00)  
“Please submit original only”

**United Nations Development Programme**

**HQ-RNAD No:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(To be filled by ASD)

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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**) if Applicable** | **Atlas Tag ID**  (UNDP bar-coded label**) If Applicable** | **Year of**  **Purchase** | **Purchase Value** |
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| **Remarks:** |  | | | | |