

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:** |  |