

**United Nations Development Programme**

Headquarter Asset Adjustment
Approval Form

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

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| --- |
| To be Completed by the Operating Unit Office |
| **Dept/Business Unit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Signature of Asset Focal Point:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Signature of Head of Operating Unit:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Asset ID** | **Tag #** | **Description** | **Quantity** | **Cost** | **Salvage** | **Category** |
|  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | Old Data |   |   |   |   |   |   |   |
| New Data |   |   |   |   |   |   |   |
| 2 | Old Data |   |   |   |   |   |   |   |
| New Data |   |   |   |   |   |   |   |
| 3 | Old Data |   |   |   |   |   |   |   |
| New Data |   |   |   |   |   |   |   |
| 4 | Old Data |   |   |   |   |   |   |   |
| New Data |   |   |   |   |   |   |   |
| 5 | Old Data |   |   |   |   |   |   |   |
| New Data |   |   |   |   |   |   |   |
| 6 | Old Data |   |   |   |   |   |   |   |
| New Data |   |   |   |   |   |   |   |
| 7 | Old Data |   |   |   |   |   |   |   |
| New Data |   |   |   |   |   |   |   |
| 9 | Old Data |   |   |   |   |   |   |   |
| New Data |   |   |   |   |   |   |   |
| 10 | Old Data |   |   |   |   |   |   |   |
| New Data |   |   |   |   |   |   |   |