

**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 |  |  |  |  |  |  |  |