

**United Nations Development Programme**

HEADQUARTER REQUEST FOR ASSET REINSTATEMENT (ARI FORM)

 “Please submit original only”

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

Use this form to reinstate an equipment asset that was previously tracked and removed from the UNDP records. Reinstatement could be the result of having a disposed asset from register but still properly functioning or an asset removed from the register in error.

**I. Requesting Unit: -** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for reinstating asset:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description**(item name/ model/manufacturer) | **Serial Number**(Not applicable for furniture) | **Atlas Tag ID**(UNDP bar-coded label) | **Current Location** | **Method of Earlier Disposal** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

**\* Insert rows if you need more space to list asset to be reinstated.**

|  |  |  |
| --- | --- | --- |
|  |  |  |

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

 **Operations Manager**

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

**II. Authorized by Chief of UNIT**

**Date:** - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 **Chief of unit**

**III. Reinstatement** has been recorded in Atlas.

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

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

 **Head of Unit or OM**