

# Application for Asset Retirement

## To Be Used For All Methods Of Asset Disposal

Please retain a copy for your records.

Advertised Date \_\_\_/\_\_\_/\_\_\_

Dept. No. 

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Area/School \_\_\_\_\_

Asset No.	Ret * Code	Asset Description	Serial No.	Bldg/ Room	AMO Use Only Proceeds

\* Retirement Codes: Information required: Executive Manager/Head of Department/School/Area **must** authorise all retirements. RELEVANT SECTION BELOW MUST BE COMPLETED.

Code **S** – Disposal via Tender/Sale. Copy of receipt required.

Code **X** – Beyond Economic Repair (BER) or Cannibalisation. **Signature of Destruction Witness is required.**

Code **D** – Donation of asset to not-for-profit organisation (eg school/charity). Copy required of letter acknowledging donation (on letterhead with ABN) from receiving not-for-profit organisation.

Code **B** – Missing at Stock-take/Theft. Date item last sighted and by whom. Signature of reporting officer and investigating officer. Full explanation of circumstances of the loss. For theft, police and security information, Building and Room No. from which theft occurred, including any indication of means of entry, must also be completed.

Code **T** – Trade-in. Copy of Curtin purchase order, or supplier tax invoice/credit note showing trade in \$ amount is required.

Code **C** – Auction. For items sent to auctions. Copy of receipt required.

@ Net Book Value (NBV) is calculated by taking the accumulated depreciation from the original cost of the asset.

Journals \_\_\_\_\_

Complete this section if Code S is used.

Receipt No. \_\_\_\_\_

Amount \_\_\_\_\_

Complete this section if Code T is used.

Purchase Order No. \_\_\_\_\_

Complete this section if Code C is used.

Authorized Auctioneer \_\_\_\_\_ Licensed  
Scrap Dealer \_\_\_\_\_

Receipt No. \_\_\_\_\_ Amount \_\_\_\_\_

Reason for Retirement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Complete this section if Code B is used.

Date Last Sighted \_\_\_/\_\_\_/\_\_\_ Police Advised Yes  No

Reported by \_\_\_\_\_ Date Reported \_\_\_/\_\_\_/\_\_\_

Date Reported \_\_\_/\_\_\_/\_\_\_ Police Report No. \_\_\_\_\_

Investigated by \_\_\_\_\_ Security Report No. \_\_\_\_\_

Date of Investigation \_\_\_/\_\_\_/\_\_\_ Insurance Claim Processed \_\_\_/\_\_\_/\_\_\_

Approved by Executive Manager/  
Head of Department/School/Area \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
In Accordance with Assets: Policy and Procedures

Asset Officer \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Asset Coordinator \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Destruction Witness \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
(Only if Code X is used)

Fixed Asset Register Updated \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_