# Application for Asset Retirement

To Be Used For All Methods Of Asset Disposal

Please retain a copy for your records.

Advertised Date __/__/__

Dept. No. __________

Area/School __________________________

<table>
<thead>
<tr>
<th>Asset No.</th>
<th>Ret Code</th>
<th>Asset Description</th>
<th>Serial No.</th>
<th>Bldg/Room</th>
<th>AMO Use Only Proceeds</th>
</tr>
</thead>
</table>

* 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.

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 B is used.

**Date Last Sighted** __/__/___  
**Reported by** ___________________________  
**Date Reported** __/__/___  
**Investigated by** ___________________________  
**Police Advised**  Yes  No  
**Date Reported** __/__/___  
**Police Report No.** ___________________________  
**Security Report No.** ___________________________  
**Insurance Claim Processed** __/__/___

Complete this section if Code C is used.

**Authorised Auctioneer** ___________________________  
**Licensed Scrap Dealer** ___________________________  
**Receipt No.** _______________________

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

**Journals** __________

Reason for Retirement:

________________________

________________________

________________________

________________________

Approved by Executive Manager/Head of Department/School/Area ___________________________ Date __/__/___

In Accordance with Assets: Policy and Procedures

Asset Officer ___________________________ Date __/__/___

Destruction Witness ___________________________ Date __/__/___

(Only if Code X is used)

Asset Coordinator ___________________________ Date __/__/___

Fixed Asset Register Updated ___________________________ Date __/__/___

Assets Management Office