

Appendix L: School property disposal form

SCHOOL PROPERTY DISPOSAL FORM

Method of Disposal (tick the appropriate box):

<input type="checkbox"/>	Transfer to a government entity	<input type="checkbox"/>	Public Auction
<input type="checkbox"/>	Trade-in	<input type="checkbox"/>	Recycling
<input type="checkbox"/>	Public Tender	<input type="checkbox"/>	Dumping
<input type="checkbox"/>	Sale to Employees	<input type="checkbox"/>	Donating to a Charitable Institution

Special rules apply for disposal of ICT equipment
Use this form in conjunction with the instructions in the Financial Management in Schools: Assets and Resources

Show item details:

Asset Code	Item Description	Book Value or Bought Value	Proceeds from Disposal (if applicable)

State reason for disposal:

_____ (e.g. surplus to requirements, obsolete or unserviceable)

Approval to Dispose:

I hereby approve the disposal of the above items.

Principal Name and Signature

Date

Disposal by Transfer or Donating:

The above items have been transferred/donated to:

Name of entity

Received by:

Name of Recipient

Signature

Date

Disposal by Recycling or Dumping:

This is to confirm that the above items have been recycled / dumped on:

Date

Disposed by:

Name

Witnessed by:

Name

Signature

Signature