Department of
Education and Training

PROPERTY DISPOSAL FORM

SCHOOL PROPERTY DISPOSAL FORM

Method of Disposal (tick the appropriate box):

	Transfer to a government entity		Public Auction*
	Trade-in		Recycling*
	Public Tender		Dumping
	Sale to Employees		Donating to a Charitable Institution

*Special rules apply for disposal of ICT equipment through any of these methods

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)

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: _____ Witnessed by: _____
Name Name

_____ _____
Signature Signature

Certification:

I hereby approve the disposal of the above items.

_____ _____
Principal's Name and Signature Date

Template taken from Financial Management in Schools: Assets and Resources 12 August 2009 – Appendix L *12 June 2009*