

## Motor Vehicle Disposal Application

 Disposal Reference: 

Please complete this form in Adobe Reader and print out. Send signed form to: Logistics Transport Office, Office of Planning and Financial Services, Nathan campus or fax 3735 7927. Enquiries: 3735 7325.

For stolen or damaged vehicles, please attach a copy of the Motor Vehicle Damage Report and send signed forms to both the Logistics Transport Office (as above) and the Insurance and Risk Management Officer, Office of Planning and Financial Services, Sewell Building, Nathan campus.

### 1. Details

Asset Tag No: \_\_\_\_\_

Dept ID: \_\_\_\_\_

Category: \_\_\_\_\_

Description: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Acquisition Date: \_\_\_\_\_

Purchase Price: \_\_\_\_\_

Present Condition (if being sold): \_\_\_\_\_

Net Book Value: \_\_\_\_\_

Disposal Method (eg. sale, trade-in, theft): \_\_\_\_\_

Reserve Price (if being sold): \_\_\_\_\_

Proceeds of Sale (GST exclusive): \_\_\_\_\_

### 2. Account Credited with Proceeds from Sale (If applicable)

Speedtype	Class	Fund	Dept ID	Project/Grant

### 3. Authorisation to Dispose (Head of School/Element to complete)

Staff Name: \_\_\_\_\_

 Signature: 

 Date: 

**On completion of this form please print and sign.**

### Office Use Only

#### Approval (PFS Director or nominee)

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

Comments: \_\_\_\_\_

#### Asset Management System Updated

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