



USQ ASSET/PORTABLE & ATTRACTIVE ITEM (PAI) DISPOSAL REQUEST

FINANCIAL SERVICES

Step 1: Seek prior disposal advice (re correct method) from Central Procurement Office – Peter Ott x2789

Step 2: Complete all details below & obtain written approval(s) below

Step 3: Attach a copy of supporting correspondence/documentation

Step 4: Return form & attachments to Pam Harris, Asset/PAI Management - Financial Services – J Block.

ITEM CATEGORY:

- Portable & Attractive Item (Value < \$5,000*)
Asset (Value > \$5,000*)
Car
Computer Equipment
Plant & Equipment
Not Sure

*Original Purchase Price

DATE TO BE DISPOSED: ASSET/PAI TAG NUMBER:
e.g. 011-9999 or AA11-99999

ORIGINAL PURCHASE PRICE (estimate) \$ DATE PURCHASED (approx):

ROOM NUMBER/LOCATION: SERIAL NO.:

DESCRIPTION OF ITEM:

DISPOSAL REASON:
SOLD
TRADED-IN
STOLEN/LOST
REDUNDANT
DAMAGED/BROKEN
OTHER:

DISPOSAL METHOD (as per prior advice from Central Procurement)
AUCTION
TRADE-IN (attach details)
USQ E-WASTE
DUMP via
OTHER Brief Details:
(Attach Chief Financial Officer written approval – refer policy Section 5.5 Financial Management Practice Manual https://www.usq.edu.au/financialservices/b-policies/financialpractice)
IMPORTANT: Due care must be exercised to ensure confidential information is removed from assets (e.g. computers) under suitable arrangements before all such assets are made available for disposal, as per instructions from Central Procurement.

Department / Project from original purchase:
Dept: Program: Project:

Asset Officer Use Only

PROCEEDS OF DISPOSAL: (if sold or traded in): \$ excluding GST

ORIGINAL PURCHASE PRICE \$ DATE PURCHASED:

DECLARATION FOR DISPOSAL OF ASSET/PAI BY FINANCIAL DELEGATE:

I declare that I propose to dispose of the above item in accordance with policy at Section 5.5 of the Financial Management Practice Manual. Approval of Chief Financial Officer is attached if/as required.

SIGNATURE: POSITION: (Financial Delegate*)
NAME: DATE: / /

*Disposal Value must be within Financial Delegation amount