



OTAGO POLYTECHNIC LIMITED DISPOSAL OF ASSETS

(To be typed)

College / Service Area	
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List assets to be disposed of:

Description	Asset No.	Sale Proceeds	Purchaser	Book Value at Disposal *

* Check with Financial Services

State reason/s for Disposal	
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Account to be credited with Proceeds	Location	Bus. Unit	Account	Analysis
			134	

Form completed by:		Date:	
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APPROVALS			
Head of College (Complies with Asset Management Policy re Disposal)		Date:	

DCE Corporate Services (If required - for assets over \$20k book value)		Date:	
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Secretary of Education (Approval attached for assets over \$50k book value)		Date:	
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Asset Register updated by:		Date:	
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