



**Disposal/Transfer of Asset Form**

<b>Fixed Asset Register Number</b>	
<b>Asset Description</b>	
<b>Serial Number</b>	
<b>Year Acquired</b>	
<b>Date of Disposal/Transfer</b>	
<b>Reason for Disposal/Transfer</b>	
<b>Sold to/Transferred to</b>	
<b>Sale Price</b>	
<b>Authorised by</b>	
<b>Comments (Optional)</b>	
<b>Discipline/Research Unit</b>	
<b>Signature (Head of Discipline/Unit)</b>	

**For Accounts Office Only**

General Ledger Posting completed by:		Date	
Fixed Asset Registrar updated by:		Date	
Cash Posting Trans No. (if applicable) completed by:		Date	
		Date	