



Brethren In Christ Church **ASSET DISPOSAL FORM**

THIS FORM CAN BE USED FOR THE DISPOSAL OF BOTH MAJOR ASSETS AND MINOR EQUIPMENT

PLEASE SEND ORIGINAL DOCUMENTS AND TWO (2) COPIES TO: The Brethren In Christ Church Treasurer, P O Box 711, Bulawayo, 1st Floor Office 9, 92 Herbert Chitepo Street, Bulawayo.

DIVISION _____

ASSET DISCRPTION	SERIAL NUMBER	CONDITION CODE	REASON FOR DISPOSAL CODE	METHOD OF DISPOSAL CODE	AGE OF ASSET (YEARS)	EXPECTED DATE OF DISPOSAL	NET BOOK VALUE

DATE _____
RECOMMENDED BY: HEAD OF DIVISION

DATE _____
APPROVED BY: BICC TREASURER

PRINT NAME

PRINT NAME

CONDITION CODE		REASON FOR DISPOSAL CODE		RECOMMENDED METHOD OF DISPOSAL	
P-poor	E-excellent	B-beyond economic repair	S-surplus to requirements	C-computer recycle scheme	D-Donated
F-fair		O-obsolete	T-theft	A-already scrapped without approval	T-tender/sold
G-good		R-replaced by upgrade		S-scrap	TI-trade in

P.T.O.

Asset Disposal Form Information

- Please refer to the 'Policy and Procedures for the Disposal of an Asset before completing this form.
- This form is required for audit purposes and must be completed with the necessary authorisations. Please retain a copy for your records. The other copy will be retained by the Treasurer's office and another by the Bishop's office for Finance Board and Trustees purposes respectively.
- Where items for disposal have been sold as per a duly authorised asset disposal form, please send any remaining paperwork, including copies of tender link submissions received, and advertisement schedules.
- If the asset has been stolen or is missing, please complete this form as appropriate.
- Where the age of the asset is not known, please provide an educated guess of the age of the asset to the closest whole year.