

ASSET ADDITION AND DISPOSAL FORMS

When should forms be used?

Addition Form: When you purchase, are gifted or transfer an asset into your service.

Disposal Form: When you sell, scrap or transfer an asset out of your service.

What information is required?

Not every asset will have information under every heading, but to enable accurate identification of the assets as much information as possible should be included on the forms.

Who should authorise the addition/disposal?

The budget holder buying or selling the asset from their cost centre should sign the form.

Who should get a copy?

Copies should be sent to the Grants and Insurance Administrator in Corporate Services.

Orkney Island Council
Notification of Addition of Assets

Section 1 - Service

Committee:

Service:

Service Area:

Function:

Section 2 - Asset

Item:

Number of Items: Location:

Asset Reference:

Registration Number: Registration Date:

Description:

Make: Model:

Serial Number: Year of Manufacture:

Date of Purchase:

Purchase Price:

Section 3 - Additional Information

Cost Centre Reference:

Land Value:

Asset Life:

Asset Life Outstanding:

Notes:

Section 4 - Authorisation

Authorised by:

Date:

Orkney Island Council
Notification of Disposal of Assets

Section 1 - Service

Committee:

Service:

Service Area:

Function:

Section 2 - Asset

Item:

Number of Items: Location:

Asset Reference:

Registration Number:

Description:

Make: Model:

Serial Number: Year of Manufacture:

Date of Disposal:

Disposal Proceeds: Land Value:

Section 3 - Additional Information

Cost Centre Reference:

Full or Partial Disposal:

Reason for Disposal:

Method of Disposal:

Notes:

Section 4 - Authorisation

Authorised by:

Date: