

Appendix III

**DUNDALK INSTITUTE OF TECHNOLOGY
DISPOSAL OF CAPITAL ASSETS FORM**

DKIT Asset Tag Number: _____

Description Of Asset: _____

Reason for Disposal: _____

Historic Cost of the Asset: € _____

Estimated Current Value: € _____

Method of Disposal: Recycle Use for Parts Scrap Sale
Trade In Donated In storage (*no longer in use*)

Memo as to Method of Disposal: _____

(Please note that a letter/email to the finance office will be required confirming the method selected above)

Head of Department/Function Signature: _____

APPROVAL OF DISPOSAL REQUEST

Finance & Audit Committe/ _____ **Director Signature/ Date** _____

Date of Meeting: _____

Approved by Governing Body

Date of Meeting: _____

Pass Completed Form To The Finance Office

CONFIRMATION OF ASSET DISPOSAL & RECORD UPDATE

Date Asset: Scrapped Traded in Sold Recycled
Used for Parts _____

Date Fixed Assets Register Updated: _____

Finance Office Signature/ Date: _____