

## Appendix E - Asset Disposal Form

Form to be completed by the Executive Officer and presented to the Finance Committee for recommendation to Full Council in line with the Asset Register Policy and Disposals Procedure.

### List of Assets to be Disposed

Asset Item	Location	Description	Purchase date	Original cost	Disposal value

### REASONS FOR DISPOSAL

### METHOD OF DISPOSAL

Scrapped       Sold       Gifted/Donated

Additional Information:

<b>Date of Disposal:</b>		<b>Auth Ref/ Min Ref:</b>	
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Authorising Officer and Position Held:  
(Sign & Print Name)