



Empowered lives.  
Resilient nations.

## REQUEST FOR ASSET DISPOSAL (RAD FORM)

CO-RAD No: \_\_\_\_\_

To be Completed by Submitting Office	
Submitting Project: Support to Confidence Building Measures	Date of Request:
Signature of Project Manager:	Signature of Asset Focal Point:
Name: Viorel Albu	Name: Corneliu Martiniuc

1. Description (item name/ model/manufacturer)	Serial Number (N/A for furniture)	Atlas Asset ID (Atlas generated number)	Atlas Tag ID (UNDP bar- coded label)	Location (Current location in ATLAS)	Year of Purchase	Atlas Purchase Value	Net Book Value of Asset	Disposal Method
Xerox WorkCentre 7425	3900686853	1042	1042	MDASCB M001	2010	7,950.00	2,484.38	Transfer
Desktop computer Dell OptiPlex 780 Small Form Factor	05187943891	n/a	n/a	MDASCB M001	2010	1,133.00	342.26	Transfer
Monitor Dell P2210 Widescreen Flat Panel LCD	453010100320R				2010	340.00	102.71	
Back-UPS ES700	5B1209T07555				2012	120.00	62.50	
Computer HP Compaq 7900 Small Form Factor	CZC9403TT4	n/a	n/a	MDASCB M001	2009	623.44	136.38	Transfer
Monitor HP LE2201W	CNK9350VSL				2009	242.16	52.97	
<b>Total Value of Assets Disposed (enter \$ in value column)</b>						<b>10,408.60</b>	<b>3,181.19</b>	
						USD	USD	

\* Insert rows if you need more space to list disposal items.

<b>2. Nature of Survey Case:</b> <input type="checkbox"/> Wear/Tear <input type="checkbox"/> Exceed Lifespan/Minimum Standards <input type="checkbox"/> Scheduled Replacement <input type="checkbox"/> Surplus <input type="checkbox"/> Loss <input type="checkbox"/> Damage <input type="checkbox"/> Theft <input type="checkbox"/> Vehicle Accident <input type="checkbox"/> Inventory Discrepancy <input checked="" type="checkbox"/> Other: <u>Transfer to the Beneficiary</u>	<b>3. Recommended Disposal Method</b> a. <input type="checkbox"/> Donation b. <input type="checkbox"/> Discard/Recycle c. <input type="checkbox"/> Re-Use of Parts d. <input type="checkbox"/> Trade-In (Estimated Value) USD _____ e. <input type="checkbox"/> Competitive Sale Value USD _____ f. <input checked="" type="checkbox"/> Other: <u>Transfer to the Beneficiary Institution</u>	<b>4. Recommended Financial Responsibility</b> <input type="checkbox"/> UNDP <input type="checkbox"/> Staff Member <input checked="" type="checkbox"/> Other: <u>Beneficiary Institution</u>
--	---	---

**5. Summary of Case:**

The equipment listed above was procured in 2010 within the Support to Confidence Building Measures Programme for the project office use. Since it had reached its lifespan and was replaced with a new item, Programme Board decided on 22 September 2015 to transfer ownership of the equipment mentioned above to the Vlad Iovita Theoretical Lyceum from Cocieri village.

Attachments:

- Minutes of the Programme Board meeting of 22 September 2015.

6. Authorized by Resident Representative

Date: 18.02.2016

Signature: \_\_\_\_\_

Name: Dafina Gercheva

Title: UN Resident Coordinator

UNDP Resident Representative

7. Asset has been disposed as per approved disposed method.

Donated (Acknowledge letter is attached.)

Discard/Recycled ( Certification letter is attached from Vendor)      Date: \_\_\_\_\_

Other: Transfer to the Beneficiary Institution (Vlad Iovita Theoretical Lyceum from Cocieri village)

Competitive Sale Value USD \_\_\_\_\_

Supporting documents have been forwarded to Service Centre

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Summary of Disposal:

Date: 25/01/2016

Signature: \_\_\_\_\_

Project Manager, Viorel Albu

*em*



Empowered lives.  
Resilient nations.

## REPORT ON RECEIPT OF EQUIPMENT

Equipment specified below is transferred with all property rights to the Vlad Iovita Theoretical Lyceum from Cocieri village within the framework of UNDP project "Support to Confidence Building Measures".

The Vlad Iovita Theoretical Lyceum from Cocieri village accepts full financial responsibility for the safety of the received equipment in accordance with the estimated value. The total value of the equipment at the moment of procurement was **US\$11,369.20** (eleven thousand three hundred sixty nine US dollars 20 cents). The Net Book Value on the day of transfer is **US\$ 4,141.80** (four thousand one hundred forty one US dollars 80 cents).

The person responsible for the use and distribution of equipment is Ms. Tatiana Rosca, Acting Director of the Vlad Iovita Theoretical Lyceum from Cocieri village.

The equipment represents assistance provided by UNDP Moldova to the Vlad Iovita Theoretical Lyceum from Cocieri village.

Delivery is made on the understanding that the equipment is received in the condition in which it is at present and will be used only for the purpose for which it was originally purchased, i.e. in order to increase the teaching efficiency in the lyceum.

The purchase of equipment was funded by UNDP Moldova project "Support to Confidence Building Measures".

Item No.	Description of goods	Serial Number	Quantity	Year of Purchase	Value at the moment of purchase (US \$)	Value at the moment of transfer (US \$)
1.	Xerox WorkCentre 7425	3900686853	1	2010	7,950.00	2,484.38
2.	Desktop computer Dell OptiPlex 780 Small Form Factor	05187943891	1	2010	1,133.00	342.26
	Monitor Dell P2210 Widescreen Flat Panel LCD	453010100320R	1	2010	340.00	102.71
	Back-UPS ES700	5B1209T07555	1	2012	120.00	62.50
3.	Computer HP Compaq 7900 Small Form Factor	CZC9403TT4	1	2009	623.44	136.38
	Monitor HP LE2201W	CNK9350VSL	1	2009	242.16	52.97
4.	Magenta Toner for the Work Centre 7425	n/a	1	2014	191.00	191.00
5.	Yellow Toner for the Work Centre 7425	n/a	1	2014	191.00	191.00
6.	Cyan Toner for the Work Centre 7425	n/a	1	2014	191.00	191.00
7.	Black Toner for the Work Centre 7425	n/a	1	2014	147.60	147.60
8.	Drum Cartridge for the Work Centre 7425	n/a	1	2014	193.00	193.00
9.	Waste Toner Container for the Work Centre 7425	n/a	1	2014	47.00	47.00
	<b>Total:</b>				<b>11,369.20</b>	<b>4,141.80</b>

On behalf of:

UNDP Moldova

Vlad Iovita Theoretical Lyceum,  
Cocieri village

Signature

Date

Name and Title

Dafina Gercheva  
UN Resident Coordinator  
UNDP Resident Representative

Tatiana Rosca  
Acting Director