United Nations Development Programme

NICARAGUA REQUEST FOR ASSET DISPOSAL (RAD FORM)

FOR ITEMS WITH NBV UNDER $2500

Empowered lives.
Resilient nations.

CO-RAD No: _____

To be Completed by Submitting Office	
Submitting Country Office: NICARAGUA	Date of Request: 19.09.2014
Signature of Asset Focal Point:	Signature of ICT Focal Point (Technical Clearance):
Name: Maricela Corriols	Name: Róger Gutierrez

1. Description (item name/ model/manufacturer)	Serial Number (Not applicable 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
Canon EDS60D Digital Camera	2521412876	000000000925		NICCOMU	2012	$1,747.00	$1,310.23	Transfer
Grabadora digital OLYMPUS WS-802			PNUD-83764-12-001	AGENCIA	2012	$144.95		Transfer
Teléfono Inalámbrico Digital Panasonic KXTG6644			PNUD-83764-12-002	NICLEARN	2012	$136.75		Transfer
Maletín para Notebook IMEXX 15.6"			PNUD-83764-12-003	AGENCIA	2012	$17.09		Transfer
Silla ejecutiva forrada en tela de damasco			PNUD-83764-12-004	AGENCIA	2012	$205.00		Transfer
Laptop Toshiba SAT S855-S5254	8C079179Q	000000000933		AGENCIA	2012	$970.87	$839.40	Transfer
Projectors EPSON S-12+	PSPK2503137	000000000934		AGENCIA	2012	$595.00	$530.54	Transfer
Silla ejecutiva con soporte lumbar			PNUD-86805-14-001	NICCOSTAC	2014	$441.00		Transfer
Armario de 4 estantes abiertos con dos puertas abajo. 185x89x42 Olmo y Aluminio			PNUD-86805-14-002	AGENCIA	2014	$480.00		Transfer
Armario de un estante, dos puertas. 78x89x42 Olmo y Aluminio			PNUD-86805-14-003	NICCOSTAC	2014	$305.00		Transfer
Teléfono Panasonic KX- T-S500LXB	31BK1477242		PNUD-86805-14-004	NICADEE	2014	$18.10		Transfer
Teléfono Panasonic KX- T-S500LXB	31BK1477252		PNUD-86805-14-	AGENCIA	2014	$18.10		Transfer

Description	Serial	Number		Asset ID	Location	Year	Value	Value	Method
				005					Transfer
Teléfono Panasonic KX- T-S500LXB	31BK1477253			PNUD-86805-14-006	AGENCIA	2014	$18.10		Transfer
Mesa redonda 1m de diámetro Olmo y Aluminio				PNUD-86805-14-007	BMIRASOL	2014	$151.00		Transfer
Regleta Voltech. 6 contactos				PNUD-86805-14-008	AGENCIA	2014	$4.42		Transfer
Regleta Voltech. 6 contactos				PNUD-86805-14-009	AGENCIA	2014	$4.42		Transfer
Kit de seguridad (Casco, guantes, tapa boca y silbato)				PNUD-86805-14-010	AGENCIA	2014	$87.05		Transfer
Kit de seguridad (Casco, guantes, tapa boca y silbato)				PNUD-86805-14-011	AGENCIA	2014	$87.05		Transfer
Planta telefónica Bmobile FX1000 color negro				PNUD-86805-14-012	AGENCIA	2014	$1.00		Transfer
Laptop DELL Docking station	HKHWVZ1	000000000994			NICCOSTAC	2014	$2,401.00	$2,275.95	Transfer
Total Value of Assets Disposed (enter $ in value column)	*$7,832.9								

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

2. Nature of Survey Case:
☐ Wear/Tear
☐ Exceed Lifespan/Minimum Standards
☐ Scheduled Replacement
☐ Surplus
☐ Loss
☐ Damage
☐ Theft
☐ Vehicle Accident
☐ Inventory Discrepancy
☒ Other (Specify)

3. Recommended Disposal Method
a. ☐ Donation
b. ☐ Discard/Recycle
c. ☐ Re-Use of Parts
d. ☐ Trade-In (Estimated Value) USD _____
e. ☐ Competitive Sale Value USD _____
f. ☒ Other (Specify) Transfer

4. Recommended Financial Responsibility
☒ UNDP
☐ Staff Member
☐ Other (Specify) _____

5. Summary of Case: Dado que el Plan de Inicio NIC10-00086805 "Frontera Norte de Nicaragua" finalizó el pasado 14 de julio del presente, se requiere que todos los bienes adquiridos bajo este proyecto sean transferidos al inventario de la oficina, en vista que dichos ítems no están bajo el manejo del equipo del proyecto.

6. Authorized by RR &/or CPO
Date: _____   Signature and Title: _____
Name: _____

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 (Specify)

☐ Competitive Sale Value USD _____   4. Sale invitation, E-bay quote, Signed sale form and Checks have been forwarded to Treasury Section.

Signature:_____ Date: _____

Summary of Disposal:

Date: _____   Signature and Title: _____

Operation Manager, Ana Elisa Martinez

BUSINESS_ UNIT	OPERATING_ UNIT	TAG_ NUMBER	SERIAL_ID	DESCRIPTION	LOCATION (phsysical)	CUSTODIAN NAME	ACQUISITION_ DATE	Quantity (should always be 1)	Acquisition Cost	Currency (Should Always be USD)	FUND_ CODE	Implementing Agent	Donor	PROJECT_ID	DEPTID (expenditure)	Activity
NIC 10	NIC	PNUD-83764-12-001	S/N	Grabadora digital OLYMPUS WS-802	PNUD	Mauricio Javier Solís	07.11.12	1	144.95	USD	11888	001981	00184	86805	51608	1
NIC 10	NIC	PNUD-83764-12-002	S/N	Teléfono Inalámbrico Digital Panasonic KXTG6644	Oficina ART Estelí	Juana Elizabeth Aráuz T.	16.11.12	1	136.75	USD	11888	001981	00184	86805	51608	1
NIC 10	NIC	PNUD-83764-12-003	S/N	Maletín para Notebook IMEXX 15.6"	AGENCIA	Mauricio Javier Solís	06.12.12	1	17.09	USD	11888	001981	00184	86805	51608	1
NIC 10	NIC	PNUD-83764-12-004	S/N	Silla ejecutiva forrada en tela de damasco	AGENCIA	Mauricio Javier Solís	10.12.12	1	205.00	USD	11888	001981	00184	86805	51608	1
NIC 10	NIC	PNUD-86805-14-001	S/N	Silla ejecutiva con soporte lumbar	NICCOSTAC	Julio Portieles	11.02.14	1	441.00	USD	11888	001981	00184	86805	51608	1
NIC 10	NIC	PNUD-86805-14-002	S/N	Armario de 4 estantes abiertos con dos puertas abajo. 185x89x42 Olmo y Aluminio	AGENCIA	Mauricio Javier Solís	11.02.14	1	480.00	USD	11888	001981	00184	86805	51608	1
NIC 10	NIC	PNUD-86805-14-003	S/N	Armario de un estante, dos puertas. 78x89x42 Olmo y Aluminio	NICCOSTAC	Julio Portieles	11.02.14	1	305.00	USD	11888	001981	00184	86805	51608	1
NIC 10	NIC	PNUD-86805-14-004	31BK1477242	Teléfono Panasonic KX- T-S500LXB	NICADEE	Julio Portieles	12.02.14	1	18.10	USD	11888	001981	00184	86805	51608	1
NIC 10	NIC	PNUD-86805-14-005	31BK1477252	Teléfono Panasonic KX- T-S500LXB	AGENCIA	Mauricio Javier Solís	12.02.14	1	18.10	USD	11888	001981	00184	86805	51608	1
NIC 10	NIC	PNUD-86805-14-006	31BK1477253	Teléfono Panasonic KX- T-S500LXB	AGENCIA	Mauricio Javier Solís	12.02.14	1	18.10	USD	11888	001981	00184	86805	51608	1
NIC 10	NIC	PNUD-86805-14-007	S/N	Mesa redonda 1m de diámetro Olmo y Aluminio	BMIRASOL	Maricela Corriols	13.02.14	1	151.00	USD	11888	001981	00184	86805	51608	1
NIC 10	NIC	PNUD-86805-14-008	S/N	Regleta Voltech. 6 contactos	AGENCIA	Mauricio Javier Solís	28.02.14	1	4.42	USD	11888	001981	00184	86805	51608	1
NIC 10	NIC	PNUD-86805-14-009	S/N	Regleta Voltech. 6 contactos	AGENCIA	Mauricio Javier Solís	28.02.14	1	4.42	USD	11888	001981	00184	86805	51608	1
NIC 10	NIC	PNUD-86805-14-010	S/N	Kit de seguridad (Casco, guantes, tapa boca y silbato)	AGENCIA	Mauricio Javier Solís	28.02.14	1	87.05	USD	11888	001981	00184	86805	51608	1
NIC 10	NIC	PNUD-86805-14-011	S/N	Kit de seguridad (Casco, guantes, tapa boca y silbato)	AGENCIA	Evora Barreiro	28.02.14	1	87.05	USD	11888	001981	00184	86805	51608	1
NIC 10	NIC	PNUD-86805-14-012	S/N	Planta telefónica Bmobile FX1000 color negro	AGENCIA	Mauricio Javier Solís	12.03.14	1	1.00	USD	11888	001981	00184	86805	51608	1
									2,119.03							

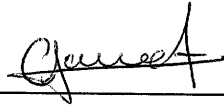|						
Elaborado:		Gloria Calero Aguirre		Auxiliar ADEE		02.09.2014
		Nombre:		Cargo:		Fecha
Certificado por:		Julio Portieles		Asesor Técnico Principal		02.09.2014
		Nombre:		Cargo:		Fecha
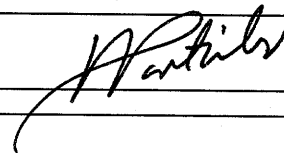
UNDP COUNTRY OFFICE NICARAGUA

BUSINESS_ UNIT	OPERATING_ UNIT	PROFILE ID (electricals, vehicles etc)	TAG_ NUMBER	SERIAL_ID	DESCRIPTION	LOCATION (phsysical)	CUSTODIAN NAME	ACQUISITION_ DATE	Quantity (should always be 1)	Acquisition Cost	Currency (Should Always be USD)	FUND_ CODE	Implementing Agent	Donor	PROJECT_ID	DEPTID (expenditure)	Activity
NIC 10	NIC	ITC13	925	2521412876	Canon EDS60D Digital Camera	PNUD	Glomara Iglesias	23.10.2012	1	1,747.00	USD	11888	001981	00012	86805	51608	1
NIC 10	NIC	ITC1	933	8C079179Q	Laptop Toshiba SAT S855-S5254	AGENCIA	Mauricio Javier Solís	17.12.2012	1	970.87	USD	11888	001981	00012	86805	51608	1
NIC 10	NIC	ITC10	934	PSPK2503137	Projectors EPSON S-12+	AGENCIA	Mauricio Javier Solís	17.12.2012	1	595.00	USD	11888	001981	00012	86805	51608	1
NIC 10	NIC			HKHWVZ1	DELL Latitude E7240 Ultra Book. Incluye dockstation, mouse, teclado, monitor, auriculares, unidad optica y bolso	PNUD	Julio Portieles	12.05.2014	1	2,401.00	USD	11888	001981	00184	86805	51608	1
										5,713.87							

Elaborado:

Nombre: Gloria Calero Aguirre

Cargo: Auxiliar ADEE

Fecha: 02.09.2014

Certificado por:

Nombre: Julio Portieles

Cargo: Asesor Técnico Principal

Fecha: 02.09.2014

United Nations Development Programme

Empowered lives.
Resilient nations.

Asset Transfer-in/Transfer-out Form "with no resource implications"
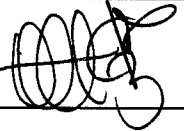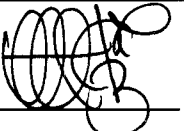
HQ-REF No: _____
(To be filled by ASD)

Atlas Asset ID (Atlas generated number)	Atlas Tag ID (UNDP bar-coded label)	Business Unit (currently in ATLAS)	Description (item name/ model/manufacturer)	Serial Number (Not applicable for furniture)	Year of Purchase	Purchase Value	Net Book Value
000000000925	000000000925	NIC10	Cannon EDS60D digital camera	2521412876	2012	1,747.00	1,255.66
000000000994	000000000994	NIC10	A Notebook computers	HKHWVZ1	2014	2,401.00	2,200.92

COA of receiving unit

BU	Op.Unit	Fund	Dept	Project ID	Activity ID	PC BU	Impl. Agent	Donor
NIC10	NIC	11300	51614	00048896	ACT 2	NIC10	001981	00012

To be Completed by Operating Unit	
Transfer Out Unit	**Transfer In Unit**
Transfer From: <u>NICARAGUA</u>	Transfer To: <u>NICARAGUA</u>
Operating Unit: <u>NIC</u>	Operating Unit: _____
Operating Unit ID: _____	Operating Unit ID: _____
Physical Transfer Out Date: <u>December 19, 2014</u>	Physical Transfer In Date: <u>December 19, 2014</u>

1

Signatures	
Transfer Out Unit	**Transfer In Unit**
Signature of Asset Focal Point:	Signature of Asset Focal Point:
Name: <u>Maricela Corriols Díaz</u>	Name: <u>Maricela Corriols Díaz</u>
Contact Number: <u>+505 8465 5148</u>	Contact Number: <u>+505 8465 5148</u>
Signature of Manager of Operating Unit:	Signature of Head of Operating Unit:
Name: <u>Ana Elisa Martinez</u>	Name: <u>Ana Elisa Martinez</u>
Contact Number: <u>+505 22661701, ext.242</u>	Contact Number: <u>+505 22661701, ext.242</u>

Remarks:
Due of project closure we are requesting the transfer of the asset to project NIC10-00048896 "Management" with no resource implications.

From:	gssc.donotreply@undp.org
Sent:	Tuesday, December 23, 2014 2:37 AM
To:	Maricela Corriols
Subject:	Case 458268 Closed by GSSC

Dear Maricela Corriols

GSSC has closed Case 458268 that was initiated via DMS. See details of the case for your reference:

CRM Case ID   : 458268

DMS ID   :UNDPGBL-540-12759

Case Status   : Closed - Resolved

Case Summary   : NIC - Process an Existing Asset - Transfer - CRMCaseID:

Resolution Details   :

Dear Maricela,

We are pleased to inform you that your request to transfer the below asset has been successfully processed and that the task has been resolved and closed.

Task :   Transfer

The items below are for your reference:

Concept	From	To
Operating Unit	NIC	NIC
Fund	11888	11300
Department	51608	51614
Project ID	00086805	00048896
Implementing Agent	001981	001981
Donor	00184	00012
Asset ID	925 / 994	
Asset amount (NBV) :	U$1747 / 2401	
DMS:	540-12759	

Please do not hesitate to contact us for further tasks via the
DMS https://intranet.undp.org/global/documents/finance/default.aspx or for Clarifications or Advice via E-mail
to gssc.support@undp.org.

GSSC is standing by to assist you.

Best Regards,

Hafizi

GSSC Support

Email note from DMS to GSSC :

Workflow Notification
_____
A task has been assigned to you regarding this item:
Operating Unit: NIC
Document ID: UNDPGBL-540-12759
CRM Case ID:
Document Name: NIC10-NIC-Process an Existing Asset-1012079
Document Link:
https://intranet.undp.org/global/documents/finance/AM/_layouts/FormServer.aspx?XmlLocation=/global/docu
ments/finance/AM/assetmanagement/Nicaragua/NIC10-NIC-Process%20an%20Existing%20Asset-
1012079.xml&OpenIn=browser
Asset ID: 000000000925
000000000994
Approver Comments: Ana Elisa Martinez (Approve) 19/12/2014 12:00 - 19/12/2014 12:04
(Ana Elisa Martinez)

_____

Global Shared Service Centre (GSSC)