

**HEADQUARTER REQUEST FOR  
ASSET DISPOSAL (RAD FORM)  
FOR ITEMS WITH NBV \$2500 & ABOVE**  
(see section 1.0 of the CAP User guide)  
"Please submit original only"



*Empowered lives.  
Resilient nations.*

**HQ-RADC No:** \_\_\_\_\_  
(To be filled by ASD)

To be Completed by Submitting Office	
<b>Submitting Office:</b> Programa Regional de Seguridad Alimentaria y Nutricional para Centroamerica, Segunda fase (PRESANCA II) NIC10-00075161	<b>Date of Request:</b> 29/11/2017
<b>IMA Contact:</b>	<b>Contact Number:</b>
<b>Signature of Head of Submitting Office:</b>	
<b>Name:</b> _____	

1. Description (Item name/ model/manufacture)	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	Purchase Value	Net Book Value of Asset	Disposal Method	Pick up status (to be filled during pick up)	ATLAS Retirement status
TELEVISOR LCD 55" SONY KDL-55EX500, Incluye rack de pared	8604721	-	-	-	2010	\$ 2,900.00	\$ 138.08	Donation	-	-
SWITCH CISCO WS2960- 487C-L, 48 puertos con slot para modulos	S/N	-	-	-	2010	\$4,150.76	\$ 197.64	Donation	-	-
Laptop HP EliteBook	CND023017Z	-	-	-	2010	\$ 3,503.00	\$ 0.00	Donation	-	-
Suministro de superficie de madera para tres	S/N	-	-	-	2012	\$2,878.00	\$ 1,259.13	Donation	-	-

posiciones de trabajo, instalada contiguo a pared con soportes de madera para sostener superficie. (Se modifico y se hicieron: 01 escritorio completo, 1/2 escritorio, 01 mesa, 02 repisas)												
Impresor Laser Jet Enterprise M4555f MFP	CN1A014623	-	-	2012	\$3,487.64	\$ 1,245.58	Donation	-	-			
Vehiculo marca Mitsubishi modelo KH8W/GRPZL Nativa EX (Placa CD-504)	MM8GRKH80DF 000262.	-	-	2012	\$28,250.89	\$ 2,354.25	Donation	-	-			
Vehiculo marca Mitsubishi modelo KH8W/GRPZL Nativa EX (Placa CD-506)	MM8GRKH80DF 000381	-	-	2012	\$28,250.89	\$ 2,354.25	Donation	-	-			
Laptop Apple MacBook Air, pantalla 11.6"		-	-	2013	\$2,925.00	\$ 243.76	Donation	-	-			
Server para la publicación del SINSAN	S/N	-	-	2013	\$ 6,145.50	\$ 2,926.43	Donation	-	-			
<b>Total Value of Assets Disposed</b> (enter \$ in value column)						\$10,719.12						

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

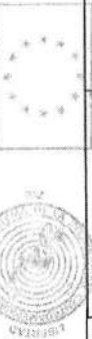
<b>2. Nature of Survey Case:</b> <input type="checkbox"/> Wear/Tear <input type="checkbox"/> Exceed Lifespan/Minimum Standards <input type="checkbox"/> Scheduled Replacement <input type="checkbox"/> Surplus <input type="checkbox"/> Loss <input type="checkbox"/> Damage <input type="checkbox"/> Theft <input type="checkbox"/> Vehicle Accident <input type="checkbox"/> Re-Use of Parts <input type="checkbox"/> Inventory Discrepancy <input checked="" type="checkbox"/> Other (Specify) DONATION	<b>3. Recommended Disposal:</b> a. <input checked="" type="checkbox"/> Donation b. <input type="checkbox"/> Write Off c. <input type="checkbox"/> Trade-In (Estimated Value) USD _____ d. <input type="checkbox"/> 3 <sup>rd</sup> party sale Value USD _____ e. <input type="checkbox"/> Other (Specify) _____	<b>4. Recommended Financial Responsibility</b> <input type="checkbox"/> UNDP <input type="checkbox"/> Staff Member <input checked="" type="checkbox"/> Other (Specify) Varios: SG-SICA, CSUCA, INEC Costa Rica
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**Summary of Disposal:**

La distribución que se propone para la transferencia de bienes se detalla a continuación:

SG-SICA para uso exclusivo del PROGRESAN-SICA	SG-SICA	CSUCA	INEC Costa Rica
1. TELEVISOR LCD 55" SONY KDL-55EX500, Incluye rack de pared. 2. SWITCH CISCO WS2960-487C-L, 48 puertos con slot para módulos. 3. Suministro de superficie de madera para tres posiciones de trabajo, instalada contiguo a pared con soportes de madera para sostener superficie. (Se modificó y se hicieron: 01 escritorio completo, 1/2 escritorio, 01 mesa, 02 repisas). 4. Vehículo marca Mitsubishi modelo KH8WGRPZL Nativa EX (Placa CD-504). 5. Vehículo marca Mitsubishi modelo KH8WGRPZL Nativa EX (Placa CD-506). 6. Laptop Apple Macbook Air, pantalla 11.6"	1. Laptop HP EliteBook	1. Impresor Laser Jet Enterprise M4455F MFP	1. Servidor para la publicación del SINSAN



UNION EUROPEA

**PRESANCA**  
 Ministerio de Seguridad  
 Propiedad Registral y Catastral  
 Almacén de Bienes  
 Centro de Bienes

*Carla Bentes  
 OIC Registrar  
 March 21, 2018*

8. Asset has been removed from the floor.

Signature: *Patricia Palma de Fulladolsa*  
 (IMA/Unit Asset Focal Point)

Name (PRINT): Patricia Palma de Fulladolsa

Date: 29/11/2017

9. Authorized by Chief, ASD/OFRM/BOM

Signature and Title: \_\_\_\_\_  
 Chief, ASD/OFRM/BOM

10. Transaction in DMS has been done.

Signature and Title: \_\_\_\_\_  
 Asset Management Associate, ASD/OFRM/BOM

**POPP LINK**

<https://intranet.mndp.org/global/popp/asm/Pages/furniture-and-equipment-acquisition-and-maintenance.aspx>