

COUNTRY OFFICES REQUEST FOR ASSET DISPOSAL (RAD FORM)

FOR ITEMS WITH NBV UNDER \$5000



Empowered lives.
Resilient nations.

CO-RAD No: _____

To be Completed by Submitting Office	
Submitting Country Office: Seychelles	Date of Request: 03/03/2022
Signature of Asset Focal Point: Name: Rudhi Kinnoo	Signature of ICT Focal Point (Technical Clearance): Name: Erwyn Veerapen

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 Purcha se	Atlas Purchase Value	Net Book Value of Asset	Disposal Method
Dell Laptop Inspiron 5558	S/N: 8CG7210BGR	N/A	N/A	N/A	2016	\$997.02	\$997.02	Discard
HP Pavilion x360 Laptop	S/N:BH051P2	N/A	N/A	N/A	2018	\$963.78	\$963.78	Discard
Total Value of Assets Disposed (enter \$ in value column)						\$1,960.80	\$1,960.80	

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

2. Nature of Survey Case: <input checked="" 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 type="checkbox"/> Other (Specify) _____	3. Recommended Disposal Method a. <input type="checkbox"/> Donation b. <input checked="" 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 type="checkbox"/> Other (Specify) _____	4. Recommended Financial Responsibility <input type="checkbox"/> UNDP <input type="checkbox"/> Staff Member <input type="checkbox"/> Other (Specify) _____
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5. Summary of Case:

Laptops are not functioning and have been recommended for disposal

6. Authorized by RR &/or CPO

Date: 3/3/2022

Signature and Title: _____



Name: **Tony Muhumuza**
Officer-In-Charge, Mauritius and Seychelles

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

Donated (Acknowledge letter is attached.)

Discard/Recycled (Certification letter is attached)

Date: 02/02/2022

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:

The laptops are not functioning and after being assessed it was found to be unrepairable due the wear and tear during the six (6) years life span of the laptops

Date: 3/3/2022

Signature and Title: _____



Operation Manager, (Fatuma Musa)