



UNITED NATIONS DEVELOPMENT PROGRAMME

REQUEST FOR ASSET DISPOSAL, THEFT OR TRANSFER FORM

To be Completed by Secretary of CAPI/ACP	
Meeting Number: 22	Date of Meeting: 9 Oct 2008

To be Completed Submitting Officer	
To: Chair, CAP	Date of Request: 9 Oct 2008
From: Ben Larke, Social Reintegration Specialist	Contact Number: 732 6944

1. Description of Asset: 8 Units Motorbikes (5 x Honda 'Supra X', 3 x Honda 'Megapro') Total Value: \$13,200

2. Nature of Survey Case: <input type="checkbox"/> Wear <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 (specify) <u>Transfer of Newly-Purchased Equipment</u>	3. Recommended Disposition: A) Repair: (estimated value) USD _____ B) Disposal: <input checked="" type="checkbox"/> Transfer <input type="checkbox"/> Destruction <input type="checkbox"/> Re-Use of Parts <input type="checkbox"/> Discard <input type="checkbox"/> Trade-In: (estimated value) USD _____ <input type="checkbox"/> Other (specify) _____	4. Recommended Financial Responsibility: <input type="checkbox"/> UNDP <input type="checkbox"/> Staff Member <input checked="" type="checkbox"/> Other (specify) <u>Transfer of Newly-Purchased Equipment</u>
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5. Summary of Case: The Vehicles will support the ongoing work of the dialogue teams in Dili and of the regional teams to be based in Baucau and Ermera who require dedicated transport support to carry out their duties there. Their transfer is requested to allow their use by non-UNDP GoTL drivers and is conditional upon their use in support of the 'Strengthening Institutional Structures and Mechanisms for Dialogue' Project

6. Recommendation by DCD(O):

Date: 9.10.8 Signature and Title: Nick Baresford

7. Recommendation by CAPI/ACP:

Date: _____ Signature and Title: N/A (items under \$2,500)

8. Approval by RR &/or CPO (if required):

Date: 9.10.8 Signature and Title: Nick Baresford
CD, ai

Annex I: Supplies and Equipment list

Unit	Model	Chassis No	Registration Plate	Purchased Value (USD)	Designated Project Use:
Motorbike	Honda Supra X 125	MH1JB81118K275164	B3134 TLS	\$1,500	Cristo Rei MSS Dialogue team
Motorbike	Honda Supra X 125	MH1JB81198K275199	B3105 TLS	\$1,500	Dom Aleixo MSS Dialogue team
Motorbike	Honda Supra X 125	MHIJB81198K288048	B3447 TLS	\$1,500	Nain Feto MSS Dialogue team
Motorbike	Honda Supra X 125	MH1JB81198K259066	B2084 TLS	\$1,500	Metinaro MSS Dialogue team
Motorbike	Honda Supra X 125	MHIJB81158K260943	B2803 TLS	\$1,500	Vera Cruz MSS Dialogue team
Motorbike	Honda Megapro 1600	MHI1KC11158K159460	B2538 TLS	\$1,900	Ermera MSS dialogue team
Motorbike	Honda Megapro 1600	MHI1KC11118K159441	B2494 TLS	\$1,900	Baucau MSS dialogue team
Motorbike	Honda Megapro 1600	MHI1KC11118K159455	B2521 TLS	\$1,900	Senior Dialogue Coordinator MSS