



Empowered lives.
Resilient nations.

Asset Transfer-in/Transfer-out Form

HQ-REF No: _____
(To be filled by ASD)

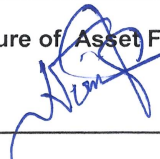
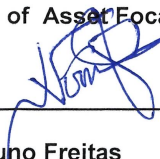

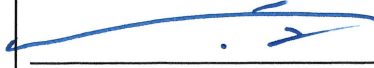
Atlas Asset ID (Atlas generated number)	Atlas Tag ID (UNDP bar-coded label)	Business Unit (currently in ATLAS)	Description (item name/ model/manufacturer)	Serial Number (Not applicable for furniture)	Year of Purchase	Purchase Value	Net Book Value
Pre-2012	Pre-2012	TLS10	TOYOTA Land Cruiser Prado	JTEBK29J900045413	01/29/2009	\$22,419.63	

COA of receiving unit

BU	Ops. Unit	Fund	Dept	Project ID	Activity ID	PC BU	Impl. Agent	Donor
UNDP1	TLS10	04000	40204	00093727	OUTPUT 5	Tls10	001981	00012

To be Completed by Operating Unit

Transfer Out Unit	Transfer In Unit
Transfer From: <u>PDHJ Project</u> Operating Unit: <u>TLS</u> Operating Unit ID: <u>00073841</u> Physical Transfer Out Date: _____	Transfer To: <u>LEARN Project</u> Operating Unit: <u>TLS</u> Operating Unit ID: <u>00093727</u> Physical Transfer In Date: _____

Signatures	
Transfer Out Unit	Transfer In Unit
Signature of Asset Focal Point:  <hr/> Name: <u>Nuno Freitas</u> Contact Number: <u>77110888</u>	Signature of Asset Focal Point:  <hr/> Name: <u>Nuno Freitas</u> Contact Number: <u>77110888</u>
Signature of Programme Officer:  <hr/> Name: <u>Signi Verdial</u> Contact Number: <u>77273359</u>	Signature of the LEARN Project CTA a.i.  <hr/> Name: <u>Andres del Castillo</u> Contact Number: <u>77342277</u>

Remarks:

The PDHJ Project ID# 00073841 (2010 – 2015) has successfully completed its implementation and ended on 14 April 2015. The project has decided to transfer all its assets to the Government of Timor-Leste or PDHJ office, except the Car which is decided to transfer to LEARN project for the implementation of its activities to support to electoral cycle in Timor-Leste during 2015-2018.

UNDP COUNTRY OFFICE TLS10 PRE-2012 PROJECT ASSETS PHYSICAL VERIFICATION AS OF 30 JUNE 2014

No	ASSET TYPE	SERIAL_ID	DESCRIPTION	LOCATION (physical)	CUSTODIAN NAME	ACQUISITION_ DATE	Acquisition Cost	Currency (Should Always be USD)	PROJECT_ID	PO Ref.	Voucher Ref.	
1	Equipment	CND72308QC	LAPTOP COMPUTER HP 520	TLS - PDHJ	PDHJ Office	7/19/2007	1500.000	USD	00073841		21255	
2	Equipment	JTEBK29J900045413	Land TOYOTA Cruiser Prado	TLS - PDHJ	BAROS,Aleixo	1/29/2009	22419.630	USD	00073841	10413	32542	
Total							23919.630	USD				

Prepared by (Asset Focal Point) _____

Submitted by (Project Manager) _____

Cleared by (Team Leader) _____

Approved by (Operation Manager) _____



UN
DP

UN Development Programme
Report ID: UNAM5558

Asset Management Detail Report

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Run Time: 01-07-2015 02:07:11

Business Unit: TLS10 Country: East Timor Category: In Service Project Type: All Amount >=0 From/To date: 01-JAN-2015 ~ 01-JUL-2015
Operating Unit: TLS Department: 40204 Impl Agency: 001981 Donor: 10279 Fund Code: 30000 Project: 00073841 Profile ID:

Business unit	Asset ID	Profile ID	Description	TAG Number	Serial Number	Model	Location	Acquisition Date
TLS10	000000002523	ITC1	LAPTOP COMPUTER HP 520	000000002523	CND72308QC		TLS - PDHJ	2007-07-19
Currency	Cost	Quantity	Operating Unit	Department	Impl Agency	Donor	Project	Fund code
USD	1500.00	1.00	TLS	40204	001981	10279	00073841	30000

Business unit	Asset ID	Profile ID	Description	TAG Number	Serial Number	Model	Location	Acquisition Date
TLS10	000000002524	MTRV4	LAND TOYOTA CRUISER PRADO	000000002524	JTBK29J900045413		TLS - PDHJ	2009-01-29
Currency	Cost	Quantity	Operating Unit	Department	Impl Agency	Donor	Project	Fund code
USD	22419.63	1.00	TLS	40204	001981	10279	00073841	30000

Count: 2
Total Value: 23,919.63 (USD)