



Canadian International School of Hong Kong

FIXED ASSETS DISPOSAL FORM

*AREAS **MUST** BE COMPLETED

To be completed by User Department

*Applicant : _____ *Department : _____

*Asset Description : _____

Asset Tag Number : _____ Serial Number : _____

*Reason for Disposal : _____

*DISPOSAL METHOD		
<input type="checkbox"/> Scrap	<input type="checkbox"/> Trade-in	Trade-in Value (HK \$) : _____
<input type="checkbox"/> Lost	<input type="checkbox"/> Sold	Sales Proceeds (HK \$) : _____
<input type="checkbox"/> Stolen (Attach Copy of Police Report)		*Date of Disposal : _____
<input type="checkbox"/> Other (Please Specify) _____		
Note: items are sold "as-is" and is non-refundable and non-returnable		

*Applicant Signature : _____ *Date : _____

*APPROVAL	
Approved by : _____	Date : _____
(Director of Business Administration)	

To be completed by Accounts Department

Asset Number : _____ Purchase Date : _____

Asset NBV : _____ Disposal Transaction Date : _____

Asset Class : _____