

Notes on completing this Disposal Form

The purpose of this form is to provide as much information as possible about the asset being disposed, assisting in the accurate amendment of Themis. Please read the following fully before completing this form.

1. **'APPROVALS'** – this form must be signed by the Head of your Department or delegated authority.
2. **'YOUR DETAILS'** – all fields are to be completed.
3. **'DESCRIPTION OF ITEM'** – asset register number and full details of the items that have been disposed.
4. **'DESPOSAL DETAILS'** – a description of the type of disposal that has occurred. If it was 'written off', under what circumstances? Was it sold or traded in? If so, with whom did you deal with, what was the value and what are some of the details of the new asset? Details of the proceeds of sale and payment processing.

Other Information

1. Equipment Disposal policy (including sales to staff) refer to Chapter 15 of the Finance Policy and Procedures Manual.
2. Proposal to dispose of items, which, singularly or together, originally cost more than \$60,000 gross, must be forwarded to Tender Board for evaluation.
3. GST is applicable to the sale of assets by the University to external parties, including University Departments and associated entities that operate their own accounting system and are separately registered for GST (ie, have their own ABN). Transfers to other University departments are internal transactions and are therefore not subject to GST.
4. University Computer Supplies can also help with the disposal of computer equipment. Refer <http://www.its.unimelb.edu.au/ucs/> for more information.
5. For assets over \$10,000, send this form to the Fixed Assets Accountant. For items less than \$10,000, retain this information in your Department and update your Fixed Assets Register.

For further information or assistance with this form, please contact John Anthony, Fixed Assets Accountant, Financial Operations. Telephone 03 8344 42974, facsimile 03 9347 7527 or E-mail finance-assets@unimelb.edu.au