

Appendix 1: Disposal / Transfer of Asset Form



DISPOSAL/TRANSFER of /GRANT ACCESS to ASSET FORM

*This form **must** be completed, whenever a University owned asset is sold/scrapped/donated/transferred (e.g. to another University location). The original form should be retained by the Custodian and a copy form should be returned to The Finance Office, Riverstown Lodge, Maynooth University.*

Disposals over €150,000 or to a staff member or person connected to the University, or disposals where the highest bid was not accepted must be approved by the Governing Authority **in advance. Please liaise with the Finance office if the disposal falls into these categories.*

Fixed Asset Register No. _____

Asset Description _____

Serial Number _____

Year Acquired _____

Date of Disposal/Transfer _____

Reason for Disposal/Transfer _____

Sold to / Transferred to _____

Sales Proceeds received including VAT _____

Department / Research Institute _____

Authorising Officer _____ **Date** _____

(Departmental Budget Holder / Custodian – Selling)

Authorising Officer _____ **Date** _____

(Departmental Budget Holder / Custodian - Receiving)

Sale/Transfer to a Third Party _____ **Date** _____

(Third party receiving asset)

Finance Office Signature _____ **Date** _____