

<p align="center">FAS-2 FIXED ASSET DISPOSAL FORM</p>	
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R1: LOST	R2: STOLEN	R3: SALVAGE	R4: TRADE-IN	R 8: RECYCLED
R5: RETURN TO TITLE HOLDER	R6: SURPLUS OPERATIVE	R 7: SOLD	R 9: DONATED	

[illegible]

Additional Information									
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Please give a detailed justification as to why the fixed assets should be disposed of and why they are no longer needed by the department.

Requested by:	Line Manager or designated officer	Date
Recommended by	LHO Manager or designated officer	Date
Approved by	Regional Assistant National Director of Finance or designated officer	Date
Asset register Updated by:	Fixed Asset Officer or designated officer	Date
Entered on Financial System by:	Fixed Asset Officer or designated officer	Date