

Swap shop disposals

To be used only for disposal of assets through the Swap Shop with a fair value not greater than \$200.
This form is to be completed by the department whose assets are being disposed of.

	Quantity	Description	Reference number	Model / serial number	Original cost	Estimated fair market value	Accepted by swap shop?
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Approval for internal disposal:

Print name
(head of department)

Signature
(head of department)

Department name

Shipping date to Swap Shop

Swap Shop:

Accepted asset