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| **DISPOSAL METHOD****Donate/transfer/Sell/Destroy\***\*Please delete non-applicable methods | **HAS THE DONOR AGREED TO THE DISPOSAL PLAN?**Donor’s name:Regional Funding Coordinator’s name: | **CURRENT OWNERS DETAILS**ASSET LOCATION: | **NEW OWNER DETAILS**Ignore if goods are to be destroyedName:Address:Telephone:Fax:Email |
| FULL BUDGET CODE for shipment |
| Line no. | Org. code | Description | Qty | Units | Purchase unit price | Initial purchase order no. | Initial purchasing currency | Budget used to pay the invoice | Sale unit price | Sale total price | Delivery note / waybill | Remarks / Received by new owner |
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| BUDGET HOLDERS APPROVAL | FINANCE ACKNOWLEDGED | LOGISTICS |
| Signature: | Signature: | Signature: |
| Name: | Name: | Name: |
| Position: | Position: | Position: |
| Date: | Date: | Date: |