

Asset Transfer and Disposal

Introduction

Faculties and Divisions are the custodians of Capital and Non-Capital assets registered to them. An important aspect of managing these assets is to track any transfers and disposals.

Procedure

To transfer or dispose of an asset:

1. Go to the Finance & Procurement Website <http://www.adelaide.edu.au/finance>
2. Click Documents, Forms and Policies and select the Forms tab
3. Go to Assets to locate the [Asset / Motor Vehicle Transfer & Disposal Form](#)

Disposal checklist

The following is required when disposing of an asset:

- Billing request has been raised for proceeds of any sale and coded to the correct Revenue Account
- Supporting documentation is attached e.g. quotations, receipts, supplier invoice with trade in value
- Disposal of plant / equipment is in accordance to [Chapter 3.7 Plant/Equipment Safety Management](#)

Need help?

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or finprosupport@adelaide.edu.au