



Initiate asset disposal request

Introduction

To initiate a request to dispose of any capitalised or local asset including motor vehicles.

Procedures

1. Visit the Document and Forms section of the Finance and Procurement Services homepage at <https://www.adelaide.edu.au/finance/docs/category.html>.
2. Select the “[Asset Disposal Form](#)” found under Forms > Assets.
3. When prompted to log in, enter the following details:
Username: Your University ID (e.g. a1234567)
Password: Your University Password
4. The form will download automatically. Complete all required fields with the asset details and attach documentation of the asset disposal.
5. Send the completed form to the Authorised Delegate for Authorisation and to the appropriate Faculty Finance & Planning Manager/Division Support Manager for certification.
6. Forward the completed form to the Management Accounting & Reporting team at finmar@adelaide.edu.au

Further information

For further guidance, please refer to the [Asset Management Procedure](#). For further support or questions, please contact the Service Desk at finprosupport@adelaide.edu.au or on extension x33414.