**FORM 28**

*Regulation 3(6)*

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003

**REQUISITION FOR** **DISPOSAL**

|  |
| --- |
| **Disposal Reference Number** |
| Code of Procuring and Disposing Entity | Financial Year | Sequence number |
|  |  |  |

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| **Particulars of Disposal** |
| Subject of Disposal: |  |  |  |
| Disposal Plan Reference: |  |  |  |
| Location/site of asset: |  |  |  |

|  |
| --- |
| **Details relating to the asset for disposal**  |
| Item No.  | Description of asset*(Attach a detailed list or Board of Survey report)* | Reference number from Asset Register | Reserve Price and Currency |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Currency: \_\_\_\_\_\_\_\_\_\_ Estimated total value: |  |
|  | **(1) Request for Disposal** (Originating Officer) | **(2) Approval to disposal** (Accounting Officer) |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |