**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 |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |