**Form 41**

*Regulation 23(5)*

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003

**CONFIRMATION OF DONATION OF ASSET**

|  |  |  |
| --- | --- | --- |
| **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 of the Donation** | | | |
| Procuring and Disposing Entity donating the asset |  | | |
| Recipient |  | | |
| Description of asset(s) to be donated | Assets (description) | Asset reference numbers | Quantity |
|  |  |  |
|  |  |  |
| Cost of donation |  | | |
| Documentation to be provided by donating Procuring and Disposing Entity e.g. manual, handbook, registration certificate, licence etc |  | | |
| Any items or accessories linked or excluded from donation. |  | | |
| Additional information or terms |  | | |

I hereby certify the donation of the asset(s) for transfer on the terms and conditions described above.

|  |  |
| --- | --- |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position: **Accounting Officer** |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

I hereby accept that I have received the assets(s) on the terms and conditions described above.

|  |  |
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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position: **Accounting Officer** |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |