**Department of Mechanical Engineering, The University of Hong Kong**

# Disposal (Form I) for A02 item with Asset No. starting with “6” or “7” and Over 5 Years Old Proposed by\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Inventory No** |  |  |  |  |  |
| **2. Item Category** |  |  |  |  |  |
| **3. Item Description (e.g. brand, model no.)** |  |  |  |  |  |
| **4. Serial No.** |  |  |  |  |  |
| **5. Unit Cost** |  |  |  |  |  |
| **6. Date of Purchase** |  |  |  |  |  |
| **7. Disposal Job ID** |  |  |  |  |  |
| **8. Location** |  |  |  |  |  |
| **9. Receiving Org./Co. (chop preferred) & Date** |  |  |  |  |  |

After completing 1-8, this form should be submitted to Ms. Cobe Chong together with the relevant Equipment Disposal Form(s).

\* Full name of the technical staff who takes care of the item(s).

**Department of Mechanical Engineering, The University of Hong Kong**

# Disposal (Form II) for A02 item with Asset No. starting with “8”and Over 5 Years Old Proposed by\* \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **1. Inventory No** |  |  |  |  |  |
| **2. Item Category** |  |  |  |  |  |
| **3. Item Description (e.g. brand, model no.)** |  |  |  |  |  |
| **4. Serial No.** |  |  |  |  |  |
| **5. Unit Cost** |  |  |  |  |  |
| **6. Date of Purchase** |  |  |  |  |  |
| **7. Disposal Job ID** |  |  |  |  |  |
| **8. Location** |  |  |  |  |  |
| **9. Receiving Org./Co. (chop preferred) & Date** |  |  |  |  |  |

After completing 1-8, this form should be submitted to Ms. Cobe Chong together with the relevant Equipment Disposal Form(s).

\* Full name of the technical staff who takes care of the item(s).

**Department of Mechanical Engineering, The University of Hong Kong**

# Disposal (Form III) for non-A02 item and Over 5 Years Old Proposed by\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

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| --- | --- | --- | --- | --- |
| Asset No. | Quantity | Item Description | Job ID | Location |
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\* Full name of the technical staff who takes care of the item(s).

**For and on behalf of company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I confirm to get equipment as list shown.**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department of Mechanical Engineering, The University of Hong Kong**

# Disposal (Form IV) for A02 item w/o DIS Record and Over 5 Years Old Proposed by\* \_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Old Inventory**  **No, if any** |  |  |  |  |  |
| **2. Item Description (e.g. brand, model no., etc.)** |  |  |  |  |  |
| **3. Serial No.** |  |  |  |  |  |
| **4. Yr.of Purchase** |  |  |  |  |  |
| **5. Unit Cost** |  |  |  |  |  |
| **6. Reason of Disposal** |  |  |  |  |  |
| **7. Location** |  |  |  |  |  |
| **8. Receiving Organization/**  **Company (chop preferred) & Date** |  |  |  |  |  |

After completing 1-7, this form should be submitted to Ms. Cobe Chong.

\* Full name of the technical staff who takes care of the item(s).

**Department of Mechanical Engineering, The University of Hong Kong**

# Disposal (Form V) for non-A02 item w/o DIS Record and Over 5 Years Old Proposed by\* \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Old Inventory**  **No, if any** |  |  |  |  |  |
| **2. Item Description (e.g. brand, model no., etc.)** |  |  |  |  |  |
| **3. Serial No.** |  |  |  |  |  |
| **4. Yr.of Purchase** |  |  |  |  |  |
| **5. Unit Cost** |  |  |  |  |  |
| **6. Reason of Disposal** |  |  |  |  |  |
| **7. Location** |  |  |  |  |  |
| **8. Receiving Organization/**  **Company (chop preferred) & Date** |  |  |  |  |  |

After completing 1-7, this form should be submitted to Ms. Cobe Chong.

\* Full name of the technical staff who takes care of the item(s).