**REQUEST FOR APPROVAL OF DISPOSAL METHOD**

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| --- | --- |
| **Subject of Disposal:** | *[Insert the subject of the Disposal]* |
| **Disposal Reference number**: | *[insert number]* |

|  |
| --- |
| SUBMISSION INFORMATION |
| 1 | State the date of the inspection of the assets  |  |
| 2 | State the potential market value of the asset |  |
| 3 | State the Proposed Reserve Price(s) |  |
| 4 | State the proposed Disposal Method |  |
| 5 | Justify the reasons for use of this disposal method |  |
| 6 | Will evaluation be based on (1) Price only or (2) price and other factors? State reason for selection of evaluation methodology |  |
| 7 | State arrangements for inspection of assets |  |
| 8 | Any other relevant information |  |

#### Documents Attached: *(list any other documents)*

1. Disposal Requisition
2. List of all assets in lots (with valuations and proposed reserve prices if appropriate)

**Disposal Survey Team:**

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chief administrative Officer’s approval:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_