**Request for Change of Asset Status**

|  |  |  |
| --- | --- | --- |
| **School name:** |  | **School No:**  |
| **Staff name:** |  | Date:  | If to be disposed of, please remove barcode and place here if possible |
| Asset number: |  |  |
| Short Description: |  |  |  |
| **Change required** | Please mark with ☒ as appropriate | Comments: |
| **To dispose of:** 🗆 | Unserviceable  | 🗆 | Obsolete | 🗆 |
|  | Unable to sell  | 🗆 | Transferred  | 🗆 |
|  | No longer needed  | 🗆 | Retired/scrapped  | 🗆 |
|  | Lost  | 🗆 | Other | 🗆 |
| **To be sold:** 🗆 | Reason for sale: |  |
|  | Method of sale: |  |
|  | Price: | $ |
| **Item stolen:** 🗆  | Police notified 🗆 | Date notified |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Board of Survey / Office use only** |
| Release type |  | 1. Sold; 2. Expired Lease; 3. Traded; 4. Auctioned; 5. Salvage or Scrap; 6. Board of Survey; 7. Incorrect/Duplicate Entry; 8. Lost or Stolen; 9. Transfer; 99 Partial Release |
| *Board of survey:*  | *Signature* | *Name* | *Date*  |
| Principal:  | X |  |  |
| School council nominee: | X |  |  |
| Other: | X |  |  |
| ***CASES 21 Batch No:*** |
| Entered by | x |  |  |

**Note:** If the Net Book Value (NBV) or residual value of an asset is less than $50,000 a school may authorise the disposal of an asset. However, if the NBV or residual value is $50,000 or over, the Department’s authorisation **must be** obtained before the asset can be disposed of by the school.

Contact the Department’s Infrastructure Budgeting – Accounting via email to obtain the NBV and to obtain Department authorisation for disposal greater than $50,000: det.asset.accounting@education.vic.gov.au

Schools do not have authority to dispose of land owned by the Minister for Education.

Further information is available in the Finance Manual for Victorian Government Schools, under **Section 13 – Assets and Inventory Management**.