



Government of Saint Lucia - Vehicle Asset Disposal Request FORM

MINISTRY: _____

DEPARTMENT: _____

The vehicle/s listed below is/are no longer required by the _____

Name of Department

and should be removed from the asset register for the following reasons:

(Kindly Tick)

Asset has reached the end of their economic life and disposal would maximize overall value for money.

Asset is beyond repair, but able to be sold for scrap.

Cost to repair asset is not economical.

Asset is surplus to the requirement of the agency.

Other reasons.

Vehicle Particulars

REG No:	YEAR	MAKE	MODEL	ENGINE #	CHASSIS #	ESTIMATED* VALUE

Completed By _____ EXT _____ DATE _____

**Estimated value must be undertaken by a qualified person*

SIGNED and AFFIXED STAMP of: Head of Department _____

Permanent Secretary _____

Return Form to: *Office of the Director of Finance, 4th floor, Finance Administrative Centre, Pointe Seraphine*

For Official Use Only

Assets Approved for Disposal:

1. By Sale. _____(i) Tender (ii) Auction (iii)Any other means
2. By transfer to any other Agency, State Institution or Charitable Organization. _____
3. By gift or Scrap. _____
4. By destruction. _____

Remarks: _____

Signed: Director of Finance _____ **Dated** _____