



*Katoomba Men's Shed*  
*Building Better Blokes*

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## Asset disposal form

Use this form to advise the Shed's assets coordinator when an asset is being disposed of. Put the completed form in the Assets coordinator tray in the lunch room.

**Item number**

Number written on the item

**Description**

What is it

**Date written off**

**Reasons**

Why was it written off

**Method of disposal**

Sold, trashed, given away...

**Name**

Your name or name of who authorised disposal

Put completed form in the Assets coordinator in-tray