

**ASSET MANAGEMENT POLICY &
PROCEDURES MANUAL OF
COMMUNITY INITIATIVE FOR
PARTNERSHIP AND
DEVELOPMENT PROGRAM
(CIPAD)**



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AWEIL TOWN,
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PREAMBLE

Assets comprise a significant part of CIPAD's resources. The commitment of the Board, senior management and staff to ensure coordinated use and ownership through an established review and approval process to ensure their safety, suitability and shared responsibility is crucial. The management of CIPAD acknowledges her responsibility to promote compliance, therefore, all individuals of the organization involved directly or indirectly in the use, maintenance and handling the assets owned by CIPAD must know and understand all applicable laws, regulations and requirements of the organization.

The achievement of CIPAD vision and mission is directly related to how we maintain records related to the acquisition, recording, inventory and disposal of the CIPAD' assets.

This policy and procedures manual has been prepared, with active participation of Board members, Executive Director, finance person and logistics officer in the workshop process, to provide information about use all assets in the implementation of CIPAD's activities. It provides both an overview of how Assets Management operation in our organization shall maintain accurate inventory records and describes the role of various people in the process.

Entities affected by this policy

All members and employees within and outside the premises of CIPAD and whose CIPAD assets have been entrusted to them.

The observation of the guidelines on assets management provided under this manual shall help the organization in:

- Improving the physical assets accountability and risk management;
- Ensuring access for Managers to an information system covering all the organization's assets;
- Act as base for provision of baseline for improved assets management;
- Improve the capacity for a planned asset maintenance, repair and replacement programme.

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1. OVERVIEW

1.1. Introduction

This assets management policy manual sets forth the policies for management of assets owned by AGIDP and prescribes the duties and functions of selected key personnel responsible for undertaking various responsibilities as far as CIPAD assets management is concerned.

All assets owned by CIPAD have the values attached to them and help in achieving the organization's mission and vision. However, this manual is more concerned with a particular assets classification and that have an estimate useful life of greater than one year. This assets management manual will describe how the organization's assets shall be managed and used.

The policy and procedure of Assets Management shall be based on the following principles:

- Asset acquisition, disposal and life-cycle management decisions shall be **integrated** in the organization's planning;
- Assets planning decisions shall be based on an **evaluation** of alternatives, which assesses risks & benefits and applies to the organization's procurement principle of **value for money** across **the assets' life-cycle**;
- An **effective control** structure for assets management shall be established;
- **Accountability** shall be established for assets condition, use and performance; and
- Disposal decision shall be based on **analysis** of the methods, which achieve the best available net return.

1.2. Definition of Asset and Asset Management

AGIDP defines asset and asset management as follows:

- a) **An Asset** as an item, thing or entity that has potential or actual value to CIPAD, and has a **life of more than twelve (12) months**.
- b) **Asset Management** is the systematic process of deploying, operating, maintaining, upgrading and disposing of CIPAD's assets **cost-effectively**.

All CIPAD members are required to use the assets responsibly and record them in the appropriate controlled records.

2. DUTIES AND RESPONSIBILITIES

CIPAD board members, management and staff are responsible for the use, safety, repair and maintenance of all organization assets while in their possession and use as specified in their code of conduct.

2.1. Board of Directors

The board provides overall authority and has the following responsibilities regarding assets management.

Board discuss and authorise when necessary on the following:

- i. The purchase of any asset above the value of SSP 500, 000
- ii. The disposal of an asset with disposal value of above SSP 500,000

2.2. Executive Director

The Executive Director, who is also the Secretary to the Board, acts on the decision made by the board. He/she plays the following roles:

- i. Authorise the purchase of all assets in consultation with the board
- ii. Authorise the disposal of any assets in consultation with the board

2.3. AGIDP Members and Employees

All CIPAD Members and Employees are ultimately responsible for the custody and care of all property in their individual possession. For purpose of this manual, CIPAD members and/or employee refer to any person who is directly or indirectly associated with CIPAD and is in possession of any property that is registered and owned by CIPAD.

2.4. Project Manager

The Project Manager shall play the following roles and responsibilities:

- i. Responsible for the overall assets management or real and intangible property owned by CIPAD
- ii. Chaired the procurement committee
- iii. Oversee the purchase and disposal of CIPAD property or assets
- iv. Notify the Executive Director on any suggestions for the purchase or disposal of AGIDP's assets
- v. Oversee a tri-annual stock take of CIPAD's assets
- vi. Write a report on the conditions of CIPAD's assets after stock take
- vii. Require a written receipt and acceptance from any CIPAD's member entrusted with any AGIDP's asset. The receipt shall transfer the responsibility for the property to the person receiving the custody of items. The receipt must include a detailed list of the property entrusted to the individual along with a statement of financial liability for loss or damage resulting from negligence, intentional act, or failure to exercise a reasonable care.
- viii. Ensure that the members are properly trained in issues related to assets management
- ix. Responsible for the distribution of procedures regarding the accountability for and safekeeping of property owned or managed by CIPAD's members

2.5. Procurement Committee

CIPAD shall have a procurement committee comprising of five (5) members representing Senior Management Team (SMT), finance, sector/projects and logistics. The committee shall provide guidance and provision on the purchase of assets, goods and services to the organization.

Procedure

- i. The Executive Director shall annually appoint five (5) members who shall constitute the procurement committee
- ii. The members of this committee shall represent:
 - Senior Management Team (SMT)
 - Administrative and Finance Department
 - Sector/Projects
 - Logistics
- iii. The project Manager shall supervise the procurement committee
- iv. A circular shall be sent to all departments about the appointment of the members of the procurement committee
- v. The procurement shall invite sectors/projects/departments to timely submit their assets requisitions.

Functions of the Procurement Committee (PC)

The functions of the procurement committee shall be to:

- Award tenders
- Approve orders
- Award contracts
- Approve variation of contracts conditions
- Approve assets disposal

3. ACQUISITIONS AND DISPOSALS

3.1. Asset Acquisitions

CIPAD shall acquire assets through purchase/procurement, community contribution, membership contributions, construction or gift from development partners and/or transfers from reputable development organizations.

Procedures

- i. CIPAD shall only buy the assets that are necessary
- ii. Each unit/project/department shall be required to plan an annual basis the assets that it needs and shall make a request for the purchase of the assets to the procurement committee during the annual procurement planning
- iii. The requesting unit shall have to provide the following information during the submission of their requests:
 - A clear and accurate description of technical requirements of the assets to be planned for, and any other special requirements and/or features that suppliers need to meet
 - The estimated cost of the assets
 - The intended purpose that the assets are made to serve
- iv. In case of any gifts and/or donations in forms of tangible assets from outside AGIDP, the Project manager shall be notified in writing of the acceptance of the gift and/or donations
- v. All acquired assets shall be stored and tagged within two days after delivery to AGIDP's premises, before they are assigned to their respective custodians
- vi. All acquired assets' details shall be recorded and filed
- vii. In case of donated assets, they will be recorded at the estimated fair market value at the gift date.

3.2. Procurement Requisition (PR)

CIPAD shall annually develop an annual procurement plan for the assets to be procured during the current financial year.

Departments that will need to procure assets that were not planned in the annual procurement plan shall be required to fill the procurement requisition form and sent it to the project manager.

PURCHASE REQUISITION				
Date: _____ No. _____				
To be delivered at: _____ Date Required: _____				
Please purchase the items listed below				
Item No.	Quantity	Description	Purpose	
For use of purchase department only				
Purchase order No. _____ Requisition by: _____				
Supplier: _____ Approved by: _____				
Date of Delivery: _____				

Procedure

- i. Any member of any unit or department shall report and discuss with the heads of department on any need for the purchase of an assets
- ii. The head of the department shall fill the procurement requisition form requesting the purchase of the assets
- iii. The original copy shall be sent to the Project manager who shall discuss the matter with the procurement committee and approve or dismiss the request
- iv. The departmental head shall remain with a copy of the procurement requisition form for future reference and/or amended requests for purchase of a similar asset

3.3. The Tender Process

All assets procured by CIPAD shall be through an open and fair tendering process.

Procedure

- i. CIPAD shall advertise and invite vendors for a tender
- ii. The venders shall pick up tender documents, and return them to the organization’s office within specified time
- iii. All suppliers shall receive the same information

- iv. The procurement committee shall set a date to open the tenders and select the suitable vendors to supply the assets. Current known factors to be considered in the selection of the vendors shall be, but not limited to:
 - a) Price
 - b) Quality of goods/services. Such justification must be verifiable
 - c) Availability of goods/services within the required delivery time
 - d) After sale services, including availability of parts/supplies
 - e) Bidder's previous records of performance and service
 - f) Availability of Bidder to render satisfactory service in this instance
 - g) Financial stability of the vendor
 - h) Availability of the vendor's representatives to call upon and consult with them
 - i) Payment terms
 - j) Warranty offered
 - k) Availability to provide sample
- v. The vendor list/database shall be reviewed and updated once a year to inclusion or exclusion of vendors for future referencing and considerations for tenders. The database shall contain the following information for every vendor:

S/No	Name of Vender	Address and Physical location	Copy of Registration Certificate	Copy of TIN Number	Financial Background	Names of Directors	Experience	Quality
1								
2								
3								
4								
5								

3.4. Delivery of Assets

The selected vender shall be required to deliver the assets on time, and in the quality and quantity specified in the vender contracts.

Procedure

- I. The vender shall deliver the assets on the date, quality and quantity specified in the contract
- II. A member of the procurement committee shall be liable for receiving the assets and verify the following: -
 - a) Whether they were delivered on the agreed date
 - b) Whether they are the assets requested for
 - c) Whether they are the same quality and quantity specified in the contract
 - d) A receipt is issued by the vender and the committee member signs the delivery note
- III. After verification, the member shall surrender the assets to the logistics officer for storage

3.5. Storage of Assets

Assets shall be taken to the store on the day of delivery, and stored for the maximum of two days before they are assigned to CIPAD staff member for use.

Procedure

- I. The logistic officer shall be responsible for the CIPAD assets
- II. During the storage:
 - Assets shall be tagged
 - Assets shall be recorded in the assets register
- III. The logistic officer shall make sure that the assets are stored in a secured manner

Assets Storage Outside CIPAD

- Assets can be stored outside CIPAD's premises provided that they are serving the purpose they are made to serve and ensured that they are authorised the delegated authority.
- Custodians of assets stored outside AGIDP premises are required to uphold the proper use, safety, repair and maintenance of all the organizational assets while in their possession.

Procedure

- I. The Project Manager shall be notified of any intention to take any CIPAD's asset outside the organization premises
- II. Upon authorization, the Project Manager shall maintain a record on the location, custodian, conditions, date of issue and date of return of the assets
- III. The custodian entrusted with the assets shall be required to sign an acceptance form
- IV. The Project Manager shall review the status of the assets during every assets inventory taking process

3.6. Insurance of Assets

All critical CIPAD assets shall have comprehensive insurance cover

Procedure

- i. CIPAD shall identify shall identify all the assets that are of greater importance to the organization and/or are in greater risk
- ii. Through the tendering process, the procurement committee shall identify a credible insurance company that shall be contracted to offer insurance cover to all CIPAD assets. The choice of the insurance company shall be revised on an annual basis
- iii. All assets shall be insured before they are collected from the supplier
- iv. The custodian of the asset shall be required to report the need for the renewal three weeks before expiry
- v. All insurance cover policies shall be renewed two weeks before before its expiry date

3.7. Issuance of Assets

Once assets are tagged and insured, they shall be issued to their respective authorised custodians

Procedure

- i. After delivery, storage and tagging, the Project Manager shall authorise the issuance of assets to CIPAD member designated and authorised to use them
- ii. After the authorisation from the Project Manager, the issuance process shall be the responsibility of the Logistic Officer or Administration
- iii. Custodian shall be required to sign the asset acceptance form as a commitment to their acceptance and responsibility for the asset assigned to them

3.8. Use and access of assets

All CIPAD's assets shall only be accessed and used by the authorised persons and shall only be used for organizational purposes within the stipulated time and place

In case any CIPAD asset is used for private purpose, the manner and purpose of its use shall be reasonable and should only be used after authorisation from the Project Manager

Procedure

- i. After storage and tagging, the Project Manager shall authorise issuance of assets to their designated and authorised custodians
- ii. Only the authorised member shall have the right to use and access the organizational assets
- iii. Assets shall be used for organizational purposes only
- iv. Any use outside organizational purpose shall be authorised by the project manager and must be justified
- v. Any member willing to access any asset beyond their right of access must get a written permission from the head of the department in custody of the asset

3.9. Inventory Taking

A physical inventory of the CIPAD's assets shall be taken randomly and evenly three times a year. The assets stoke take register shall be used to record information on the stoke take process. The following information shall be captured during the asset inventory taking process:

Asset No.	Description	Location	Custodian	Cost value	Depreciation (%)	Current value	Condition status

Procedure

- i. The Project Manager is responsible for the coordinating the assets stoke take process
- ii. The Project Manager shall appoint a committee comprising of three members from various departments to do the assets stoke take
- iii. The committee shall prepare all the list of assets owned by CIPAD and record them in the asset stoke take form

- iv. The committee shall evaluate and record the condition each assets during the physical inventory process
- v. The Project Manger shall prepare a report on the condition of the assets and recommend the need for any repairs and maintenance, upgrade and or/disposal

3.10. Transfer of Assets within CIPAD

Assets can be transferred from one department or from one member to the other whenever there is a justified need to do so.

Any transfer to that effect shall require authorization from the Project Manager.

Procedure

- i. In case the staff want to transfer the custody of an asset to another staff member from the same or different department, she/he shall notify the Project Manager in writing.
- ii. The Project Manger shall consider the request and make his/her verdict or decision
- iii. In case a person ceases to be a member or staff of CIPAD and had an asset under his/her possession, the custody of the asset shall be transferred to the department head
- iv. The departmental head shall notify the Project Manager within two consecutive working days from the day the member or staff hand over the asset
- v. The project Manger shall assign the asset to another member
- vi. The new custodian shall be required to sign the acceptance form

3.11. Maintenance and Repair

CIPAD assets shall be maintained in a good condition and repairs shall be made after every three months

In case of any breakdowns between the periodic repair and maintenance exercise, the custodians of the assets are required to report the breakdowns to the Project manager

The organization shall incur the cost of repairs for organizational assets damaged in the course/line of work

However, in case an asset breakdown due to negligence of the user, the user will bear the cost of the repair.

Procedure

- i. Any CIPAD member or staff entrusted with any asset is required to report any default to the head of the department.
- ii. The head of department shall authorise the rectification of minor asset breakdowns
- iii. In case of major asset breakdown, the head of department shall report the case to the Project Manager
- iv. The Project manager shall authorize head of department to organize for the repair of the asset
- v. If the fault was not as the result of negligence from the person entrusted to the asset or any other employee or member of CIPAD, the organization shall take full responsibility

- vi. If the fault was the result of negligence from the person entrusted to the asset or any other employee or member of CIPAD, the member shall take full responsibility
- vii. Maintenance shall be aimed at keeping assets in a usable condition and shall be inclusive of preventive maintenance, normal repair, replacement of parts and structural components and other activities needed to preserve the asset so that it continues to provide acceptable services and achieved its expected life
- viii. Maintenance will exclude activities aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from, or significantly greater than those originally intended.

3.12. Methods of Disposal

- CIPAD's assets shall be disposed through sale, trade in, donation or written off.
- Disposal of assets shall be justified when:
 - There is surplus of the assets
 - The assets need to be upgraded
 - The asset is salvaged
 - The asset does not serve the current needs and standard of the organization
 - It is economical for the organization to dispose the asset than keeping it
 -
- All disposal shall be recorded in the asset disposal form that shall contain the following information about the asset:
 - Asset number
 - Date of disposal
 - Asset description
 - Asset location
 - Number of unit sold
 - Total sale price
 - Reason for disposal
 - Preparing and Approving Officer's signature
 - The name and contacts of the person purchasing the asset.

Procedure

- i. The procurement committee shall consider the following questions before deciding to dispose an asset:
 - Does the asset support the current need of the organization?
 - Does the asset meet the current standard of the organization?
 - Is it economically for the organization to dispose or continue keeping the asset?
- ii. After considering the above, the procurement committee shall recommend the disposal of the asset that does not support the current need of the organization
- iii. The following methods and procedures for disposal shall apply after the recommendation:
 - If the Project Manager determine that it is economical feasible to sell the asset regardless of whether the asset is in working condition or not, then the asset can be sold by either "best offer" (where only individuals within the organization can be allowed to buy the asset),

tender, fix price, or auction (including online auction). The method of disposal selected will depend upon the type and the condition of the asset being sold, and which method is the most cost effective. The fixed price method of disposing of an asset shall be avoided as it creates problems in setting adequate values for sale of the asset and ensuring that all potential buyers are treated equally. The fixed price method is only accepted when:

- a) There is only one apparent customer
 - b) There is an established market price for the asset or,
 - c) The cost of selling the asset by another means would likely exceed the anticipated proceeds.
- If it is determining that it is not feasible to sell an asset, then the proceeds of the sale of the asset would not justify advertising cost, individuals within the organization can then be offered free of charge, or any other reputable partner that can make use of the asset
 - If the asset can not be utilizing at all, arrangement should be made to collect the asset for correct and environmental friendly disposal.
 - Alternatively, the asset can be donated to any external reputable organization or person. A letter justifying the donation shall be prepared by the Project Manager disposing the asset and attached the disposal form. Donating an asset maybe justify when where no sales of market exist or where the costs of alternate methods of disposal exceed the expected proceeds.
 - The trade-in of an asset is permissible when it is the most appropriate. Where an existing asset is to be trade in for a new asset, the purchase order for the new assets must separately show the details and cost of the new asset being acquired, and the details of exiting asset being trade-in.
 - An asset can be written-off where it can only be use for spare parts or it has reduced functionality

3.13. Missing Assets

A CIPAD's asset shall be declared missing if the asset is not physically in the custody of the member responsible for it custody and the staff member has no account of whereabouts of the asset

Procedure

- i. If a staff member has a reason to believe that their property or any other CIPAD's property is missing through unavailable circumstances or their negligence or their fault or any other officials or employee of CIPAD, they should notify the head of the department immediately
- ii. If the property disappears as the result of negligence, or failure to exercise a reasonable care, the staff member entrusted with the property will be held liable for monetary damages

3.14. Stolen assets

CIPAD asset shall be declared stolen if the asset is not physically in the custody of the staff member responsible for its custody and the staff member has no account of the whereabouts of the assets and provide evidence without reasonable doubt that the asset was stolen.

Procedure

- i. All department personnel shall be notified of any lost of asset and requested to provide any information know concerning the property
- ii. The relevant government authorities shall be notified
- iii. The date and place the property was last seen shall be identified
- iv. The manner in which the loss occurred shall be investigated and identified
- v. Recommend holding an individual or individuals liable for theft
- vi. Determine if prescribe procedures were adequate to safeguard the property
- vii. Any revision in procedures that might be required to assist in preventing future losses of the same type shall be recommended

3.15. Found property

- Property found within the system which appears to have been lost, abandoned or not under the control of any individual will immediately be reported to any departmental head, and the departmental head shall make arrangements to identify the custodian.
- If the custodian cannot be identified within five working days, the department head shall report the case to the Project Manager who will recommend the Logistic Officer to store the asset as investigations are being done to identify the custodian.

3.16. Tagging of the assets

All CIPAD's assets shall be permanently tagged in accordance with the laid down procedures governing the tagging of the organizations property.

Procedures

- i. Asset shall be tagged when in the store before they are issued to their respective custodians
- ii. All assets shall have contained a tag, which shall be affixed on a visible surface of each asset
- iii. Tags shall be considered permanently affixed and the marking shall not be removed
- iv. Each tagged asset shall be assigned to unique individual property asset number
- v. No new piece of asset shall be put into service with a property inventory number previously assigned to another asset, even if the previous asset has been deleted from the asset register

4. ASSETS FILING DOCUMENTS

4.1. Procurement requisition form

Internal and unplanned requests for the purchase of the AGIDP's assets shall require the filing of the procurement requisition form.

Procedure

- i. Any department requesting for the purchase of any asset shall fill the asset requisition form
- ii. The procurement requisition form or asset requisition form shall contain information below:
 - a) The name of the asset
 - b) Whether it as budgeted for or not

- c) Units of the asset required
 - d) Price per unit
 - e) Total cost
 - f) Anticipated delivery date
 - g) Signature of the staff member preparing the form and the approving authority
- iii. The asset requisition form shall be sent to Finance Officer for approval

4.2. Asset Register

The asset register shall be use as the main accounting method for keeping track of all the fixed assets of CIPAD.

All fixed assets purchased by CIPAD will be assigned an **Asset Number**.

The asset register shall contain the following information for every asset:

Asset Number	Each asset should be given a unique number that differentiates it from all other assets
Date of form	Date that the form was updated, DD/MM/YY
Serial Number	The manufacturer's serial number or identification
Date of purchase	Date the asset was bought with invoice
Purchase price	Price paid as per receipt of purchase
Make and Model	Manufacturer's specifications
Expiry date	The expected useful life date of the asset
Specifications	Any other specification that will help to identify the assets
Project	Code of project to which the asset is assigned
Current location	Where the asset is being used (in the case that it has been moved)
Original location	Location to which asset was originally assigned
Donor	Donor(s) to which the purchase cost were charge
Award or contract number	Details of donor contract

Procedure

- i. Once assets are delivered, the Logistic Officer shall record them in the asset register before they are stored
- ii. The Project manager shall be the custodian of the assets register
- iii. The Project Manager shall also be responsible for storing all documents with regards to the assets such as log books
- iv. The asset register shall be updated for every purchase or disposal done and also revised on semi-annual basis based on the results of semi-annual stoke take process
- v. At any given time, CIPAD will use the register to determine
 - a) The likely current condition of assets;
 - b) When assets need to be replaced;

- c) The information required to meet accounting standards and other regulatory requirements;
- d) Locations and assets custodians for stock take and
- e) The level and frequency of asset maintenance program.
- f) The physical control and the security of these assets
- g) The information and values for the assurance and financial accounting purpose

4.3. Asset Stock Take Register

- Stock take of all CIPAD's assets shall take place thrice a year
- The stock take information shall be recorded in the stock-taking register

Procedure

- i. The Project Manager shall schedule the stocktaking process randomly and evenly three times
- ii. The assets stocktake register shall contain the following information:
 - a) The asset code
 - b) The description of the assets
 - c) The custodian of the assets
 - d) The current value of the asset
 - e) The condition of the asset
 - f) Recommendation
- iii. During the asset stocktaking process, all staff members of CIPAD shall be responsible for providing any relevant information regarding the assets under their custody
- iv. The recommendation on the asset stocktake form shall be used to determine whether it will be economical to keep or dispose an asset

4.4. The Asset Disposal Register

All asset disposal shall be recorded in the asset disposal register.

Procedure

- i. The asset disposal register shall be filled with when assets are disposed
- ii. The asset disposal register shall contain the below information:
 - a) The asset code
 - b) The description of the asset
 - c) Date of disposal
 - d) The reason for disposal
 - e) The approving officer's signature
 - f) The name and contracts of the person purchasing the asset
- iii. The information on the asset disposal form shall be used to update the asset register

5. APPENDIX

COMMUNITY INITIATIVE FOR PARTNERSHIP AND DEVELOPMENT (CIPAD)

OFFICE ASSET REGISTER

Asset No. & Serial No.	Department	Date of acquisition	Supplier	Cost value	Warrant	Current/ disposal value	Disposal date	Disposal reason	Sold to (name)
Prepared by:					Approved by:				
Signature:					Signature:				
Date:					Date:				

COMMUNITY INITIATIVE FOR PARTNERSHIP AND DEVELOPMENT (CIPAD)						
ASSET STOCKTAKE FORM						
Asset No. & Serial No.	Description	Custodian	Cost value	Dep (%)	Current value	Condition of the asset
Prepared by:				Approved by:		
Signature:				Signature:		
Date:				Date:		

COMMUNITY INITIATIVE FOR PARTNERSHIP AND DEVELOPMENT (CIPAD)				
PROCUREMENT REQUISITION FORM				
Item	Quantity	Description	Unit Price	Total
Prepared by:			Approved by:	
Signature:			Signature:	
Date:			Date:	

COMMUNITY INITIATIVE FOR PARTNERSHIP AND DEVELOPMENT (CIPAD)

ASSET DISPOSAL FORM

Date:			Prepared by:		Approved by:	
Date:			Date:		Date:	
Signature:			Signature:		Signature:	
Asset No. & Serial No	Description	Location	Reasons for disposal			
Sold to:			Sell price:			
Contact:			Any other costs:			
Signature:			Net price in figure:			
Date:			Net price in word:			

COMMUNITY INITIATIVE FOR PARTNERSHIP AND DEVELOPMENT (CIPAD)

OFFICE ASSET REGISTER

Asset No. & Serial No.	Department	Date of acquisition	Supplier	Cost value	Warrant	Current/ disposal value	Disposal date	Disposal reason	Sold to (name)
Prepared by:					Approved by:				
Signature:					Signature:				
Date:					Date:				