
New South Wales Police Force

Asset Disposal Policy

Version 1.5



NSW Police Force



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1. Introduction

1.1. *About this Policy*

This policy provides assistance to NSW Police Force (NSWPF) on the disposal of surplus or unserviceable assets (assets), including consumable items. This does not include the disposal of real property (land and buildings) which should reference directives made by Premier's Memorandum 2008-06, and the Total Asset Management Policy.

As with the acquisition of assets or services, the disposal of assets must achieve value for money. The disposal process is to be conducted in an efficient, effective and transparent manner, in accordance with the NSW Government Procurement Policy, and the Code of Practice and Code of Tendering for NSW Government Procurement to ensure probity and fairness.

This policy should be read in conjunction with the other policies in the NSW Government Procurement Manual which provide assistance for inviting, assessing and selecting tenders and other offers.

This policy supersedes any existing NSWPF Asset Disposal Documentation.

1.2. *How to use this Policy*

This policy is based on the NSW Government Total Asset Management (TAM) Policy which provides an overarching framework for government procurement to achieve value for money, which incorporates the Government's economic development, environmental and social objectives.

The NSW Total Asset Management Policy can be found at the following website:-

<http://www.treasury.nsw.gov.au/tam/tam-intro>

This policy paper leverages from the NSW Government – Total Asset Management Guideline, Asset Disposal Strategic Planning (TAM06-04). This policy paper focuses on the operational aspects of asset disposal.

Any asset disposal activities must refer and adhere to the policy guidelines set out in both this policy paper and the NSW Government Asset Disposal Strategic Planning guideline (TAM06-04)



1.3. Glossary

The following definitions apply:-

Asset

A good which has been purchased by the NSWPF with the NSWPF budget that is listed in the Asset Register

Asset Register

An asset register holds records of property, plant and equipment owned by NSWPF. The NSWPF Asset Register is maintained within the SAP Finance System and Peregrine. These systems holds information such as asset number, asset description, asset location and disposal dates, cost, depreciate rate carrying amount etc.

Beyond Economic Repair

An asset requiring repairs which are likely to be more expensive then the replacement value.

Consumable

An item, typically of low value, that can be used for a limited time.

Disposal

An activity undertaken by the NSWPF to remove an asset from a NSWPF premises and from its asset register

Good

An item purchased by the NSWPF to undertake an activity.

Probity

The adherence to principles outlined by the NSW Government which dictate the manner which an employee of the state manages financial activities and relationships with third party entities.

1.4. Policy Exclusions

This policy is designed to apply to the whole of the NSWPF. In certain circumstances, certain departments or specialist commands (e.g. Covert assets) may be excluded from adhering to certain requirements of this document.

In these instances, the recommendations set out in this document must be used as a guiding principle and in all disposal matters, probity concerns must be addressed.

Any items recovered as part of COPOCA or are considered evidence in a case do not need to adhere to the policy requirements as set out in this document.



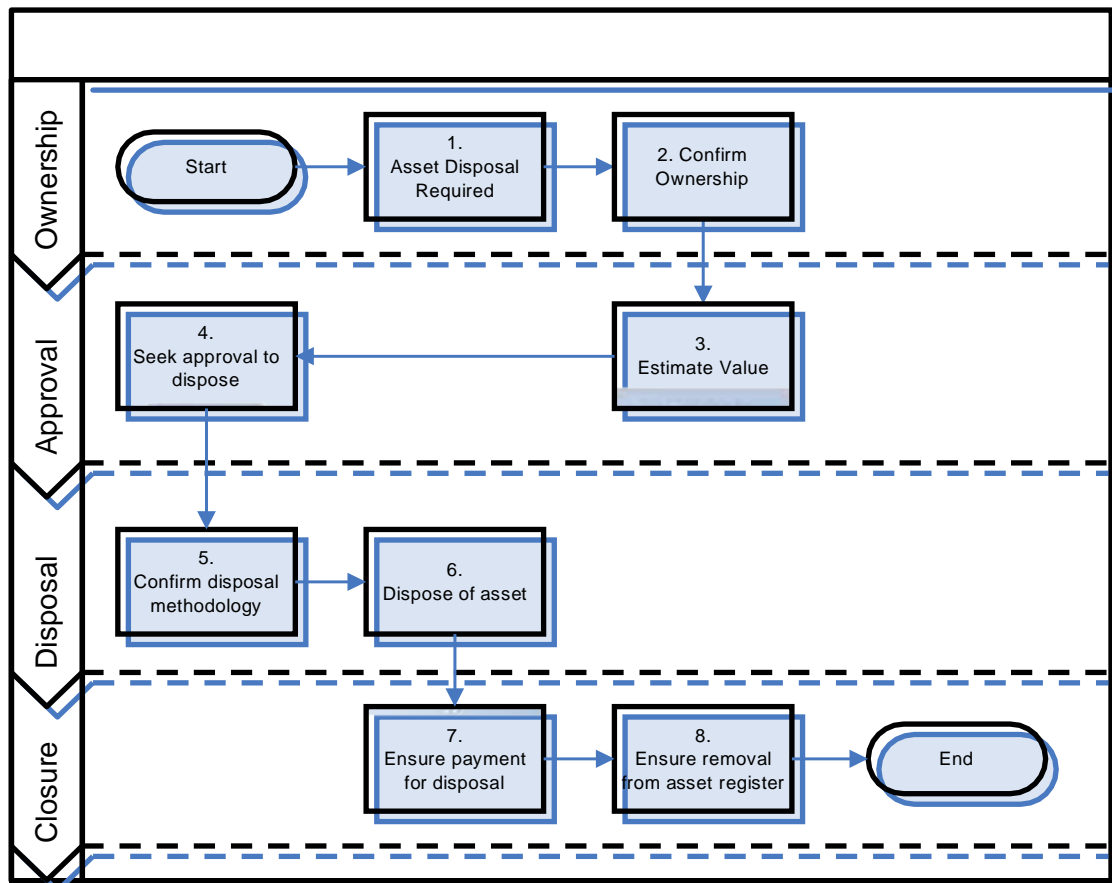
2. The Disposal Process

An asset is of value to NSWPF only if it continues to support the delivery of the NSWPF's services in a cost effective manner. Assets that are no longer needed should be disposed of promptly.

The disposal must achieve best value for money such that NSWPF obtains the best possible return for the assets it sells. In addition to price, the disposal process is to include consideration of the Government's social, economic and environmental policy objectives.

The disposal method chosen must promote fair and effective competition to the greatest extent possible, and disposals should be conducted in an ethical manner.

The following process diagram summarises the key activities that must be undertaken in disposing of NSWPF assets





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2.1. Asset Disposal Required

Should assets be assessed as no longer being required, then these assets should be disposed of in accordance with this policy.

Assets may no longer be required if they are:

- unserviceable or beyond economic repair,
- technologically obsolete and operationally inefficient,
- surplus to current or immediately foreseeable needs,
- part of an asset replacement program,
- Non compliance with OH&S,
- Hazardous material is present in the asset,
- At an optimum age to maximize residual values (eg. Vessels/aircraft).

An asset should not be disposed so as to justify the purchase of a new replacement asset.

2.2. Confirm Asset Owners Details

Prior to undertaking a disposal, confirmation of who should dispose of the asset is required. Depending on the asset being disposed, certain business units may in fact own the asset and may have another use for it.

The following table outlines business units and assets that they could be responsible for disposing.

Note: This table provides examples of Business Units and Assets that they may own.

Business Unit	Asset
Business & Technology Services	ICT equipment including: Computers (Desktops, Notebooks), PDA's, Printers, Scanners, Photocopiers, Servers, Networking
Fleet Services	Motor Vehicles including, but not limited to: Motor Cars, Motor Bikes, Trucks, Vans
Traffic Services	Traffic Enforcement Equipments including: Stop Sticks, Speed Cameras, Breath analysers
Specialist Commands (e.g. FSG, SCB, OC&IC)	Specialist Equipment such as: Microscopes, Photographic Cameras, Portable and Mobile Radios
Armoury	Arms and Appointments such as: Revolvers, Rifles, Body Armour
Property Services Group	Land and Buildings

If the asset you wish to dispose of is owned by another unit, they should be requested to remove the asset and dispose of it in an appropriate manner.

These business units or commands may have specific procedures that should be followed for the correct disposal of an asset.

2.3. Estimate Value

An accurate valuation of the assets assists in selecting the most appropriate method of disposal, and identifying the necessary level of approval.



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The value of an asset is dependent on:

- The market; and
- The perceived advantages of the asset to buyers in the market.

All disposal actions require an estimate of the value of the assets. The estimated value will play a role in the approval for the disposal of the asset and the methodology used to dispose the asset.

There are several methods which can be used to estimate the value of the asset being disposed. It is recommended that prior to engaging any qualified valuers; a general estimate is gathered through sources such as the Internet or through specialist resellers of the asset being disposed.

Once a value has been provided, further clarification can be gathered depending on the value of the asset. This can be done through a qualified valuer or an auction house.

It should be noted that there are costs associated with valuation, so the appropriateness of engaging these services versus the estimated value should be considered.

The NSWPF currently has an agreement with vendors for auctioning which includes valuation services. Please refer to the document titled Auctioneer Services located at the following website for more information:

[NSWPF Strategic Procurement & Contract Services - Auctioneer Services](#)

2.4. Seek Approval to Dispose

Staff conducting the disposal

Clear internal controls and procedures should be in place to provide accountability in the disposal process. A record of the controls should be documented and retained for audit.

Please refer to the Command Management Framework (CMF) for further information.

NSWPF staff involved in the disposal process should possess the experience and knowledge to be able to:

- identify when disposal is warranted,
- obtain a valuation of the assets,
- choose the most appropriate method of disposal, and
- apply the procedures within this policy to ensure that disposal is conducted in a manner ensuring probity and fair dealing.

Please refer to Appendix A, Asset Disposal Checklist for a template that should be used to dispose of NSWPF Assets.

If required, assistance can be sought by contacting the Strategic Procurement & Contract Services group via email (#procurement@police.nsw.gov.au).

Approval to dispose of assets

Prior to undertaking any form of disposal, it is critical to ensure that the appropriately delegated officer/manager is tasked with the approval of the disposal. Refer to Appendix B for approval to dispose of assets delegations.



The delegated officer approving the disposal of fixed assets is responsible for deciding whether:

- the process to be followed is consistent with the NSWPF Asset Disposal Policy
- adequate records of the disposal exist for management, audit and review purposes.
- the estimated value is correct and within the delegated limit
- the correct cost centre/account numbers are indicated
- the disposal is necessary and reasonable.
- the disposal method is appropriate

In disposing assets which could be considered of a sensitive nature, high profile or high value, Commissioner or Ministerial approval should be considered.

Conflict of Interest

Staff involved in disposal need to understand their responsibility to disclose actual or perceived conflicts of interest that may arise in the performance of their duties. Any conflict of interest should be declared prior to the commencement of each disposal activity.

On identification of an actual or perceived conflict the manager/commander must document and implement procedures for the management and control of the conflict. This is of prime importance where an alternate staff member is not available to perform the disposal activity.

For example, a conflict of interest may occur where:

- an asset to be disposed of through negotiated sale is to persons known by the delegate approving the disposal;
- a donation is to an organisation in which staff involved in the disposal are known to have an association;
- sale of an item to a staff member is not by way of general expression of interest.

If there are any doubts relating to conflict of interest, contact Professional Standards for advice on the matter.

2.5. Confirm Disposal Methodology

Factors, apart from the monetary value of the assets, can affect the choice of disposal method. Managers must also consider and assess the following factors prior to disposal:

- the market available for the assets;
- time considerations;
- agency resources required to manage the disposal;
- costs associated with the different disposal methods, such as administration and transport costs;
- the size, portability and number of assets; and
- benefits of the different disposal methods.

Common methods used for the disposal of assets include:

- a) Public tender
- b) Public auction
- c) Trade-in
- d) Sale or transfer to other agencies
- e) Negotiated sale
- f) Donation to charities or community/non profit organisations; and



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- g) Writing off the value of assets (recycling or destruction).
- h) Inter Department transfers
- i) Sale of Items to staff
- j) Assets subject to insurance claims
- k) Brokered Sale of Assets
- l) Sponsored Assets

a) Public Tender

The public tender process for disposal is conducted in accordance with the same key principles as a public tender for the acquisition of assets. While this process provides for public participation in the disposal it requires that prospective buyers meet the cost of preparing and submitting a tender. Where large numbers of items are to be disposed of tender completion and subsequent evaluation may be a lengthy process.

This approach should be used when the value of the asset or assets being disposed has an estimated disposal value of at least \$50,000.

b) Public Auction

Disposal by public auction maximises the opportunity for public participation in the disposal process, and is the appropriate disposal method when:

- there is public demand for the items;
- alternative disposal methods are unlikely to realise higher revenue; and
- the costs associated with the auction can be justified in relation to the expected revenue from the sale.

Auctions may be held at an auctioneer's premises or via their on-line presence, if the quantity of assets warrants it.

Obtain competitive quotes on a commission basis from potential auctioneers. Clearly convey to the auctioneer that the commission covers all charges such as auctioneers' fees, advertising, insurance, cataloguing, cost of premises, all labour, administrative and financial transaction fees and miscellaneous charges. No charges above the agreed commission should be paid.

As the NSWPF does have an existing list of approved Auctioneers, any auctions should be managed via the approved panel.

Due to the costs associated with auctions, a single item should not be sent to auction. It is highly recommended that a bundle of goods is sent to the auction house to reduce the associated costs of going to market.

Prior to the auction ensure that each item or category of items, up for sale has been valued, and where appropriate ensure that the auctioneer is aware of any reserve prices.

The NSWPF currently has an agreement with vendors for auctioning which includes valuation services. Please refer to the document titled Auctioneer Services for more information. It can be found at the following location:

[NSWPF Strategic Procurement & Contract Services - Auctioneer Services](#)



c) Trade-in

Trading in surplus assets can be an efficient means of disposal, and a convenient way to upgrade equipment. However, unless undertaken appropriately, this method may not provide the best financial return to NSWPF. An officer who is delegated to make purchases to the gross value of the transaction must ensure delegated approval is obtained for the trade-in and purchase strategy.

d) Sale or transfer to other agencies

Surplus assets from one government agency often meet the needs of another agency. Consider whether the surplus assets can be used by another government agency before offering them for sale on the open market.

Any item that may be of some use to another agency may be sold at fair market value, or transferred on a no-charge basis if it is more cost effective to do so. As part of the sale, the receiving agency should be notified of the fair value of the asset. Treat such items as assets, and depreciate them in the normal manner.

Prior to engaging in this, confirmation should be received that the sale or transfer will maximise the return for the disposal of the asset. If it does not, alternative disposal methods should be investigated.

Details of items that may be suitable for transfer or sale to another agency can be advertised:

- through regional or local co-ordinators
- by inclusion in government publications and circulars (eg Public Sector Notices).

e) Negotiated Sale

Managers may dispose of items by negotiated sale where:

- the items are of low value;
- the costs of disposal are disproportionate to the expected returns; or
- there is very limited interest.

Officers conducting negotiated sales must have the appropriate authority and must document the negotiation process, including all discussions and agreements. At all times, the approving officer must certify that the accepted prices are fair and reasonable.

Managers may dispose of items of high value by negotiated sale to an interested party in special circumstances (for example, the negotiated sale of customised machinery). It is necessary to provide a submission proposal for such a proposal for approval by the appropriate delegate.

f) Donation to charities or community / non profit organisations

Community, charity or work-creation organisations approach the Government from time to time for donations or concessional sales of surplus assets, or NSWPF may invite them to submit proposals to remove unserviceable assets. Managers may decide if this disposal method is an appropriate option.

The following factors should be considered:

- the revenue that could otherwise be realised through a sale or auction
- the costs of donation or disposal compared to the benefits



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- the creditability and reputation of the charity or organisation.

All community organisations should receive equitable treatment to avoid claims of bias. Managers may periodically make arrangements for charitable or community organisations to receive and remove items that are not readily saleable (for example old desks) on a “as is” basis. If donations are made to charity groups, the cost of removing the assets should be borne by the charity.

Obtain a receipt from the recipient when disposing of assets or equipment in this way. Maintain all records relating to the disposal action for audit purposes.

g) Recycling or Destruction

An asset may be recycled or destroyed if it is deemed:

- to be unserviceable or beyond economical repair; or
- that the disposal cost is higher than the likely return.

An appropriately qualified person should certify unserviceable equipment beyond economical repair that has no scrap value. For example, a qualified tradesperson could certify that some items, such as white goods or photocopiers are beyond economical repair. Consider the nature of the assets and potential environmental impacts, and dispose of such equipment and assets in the most efficient manner.

Assess the opportunity for recycling or returning the assets to the manufacturer for refurbishment.

Destruction or disposal of assets must be in an appropriate manner, in compliance with any relevant environmental regulations or policies.

h) Intra Department Transfer

In some instances, an asset that is no longer required by one business unit could be utilised by another. The individual that is disposing of the asset should undertake a review to confirm if there is a department that could utilise the asset. If so, the department should be offered the asset for transfer at book value.

i) Sale of Assets to Staff

As a basic principle, assets should not be internally advertised for sale, or sold to staff, outside a public process. This method should be considered the last approach for the disposal of NSWPF assets.

However, for low value items the cost of disposal may be disproportionate to the expected returns. If the net return expected from the sale of the goods to staff is more than the net return expected from alternate disposal methods, a delegated officer could consider approving the sale of low value items to staff.

When selling assets to staff, managers should be aware of the possible impact of public perception and the vulnerability to accusations of partiality and corruption. There are inherent risks in the sale of assets internally including that the NSWPF may not get best value for money or goods may be put up for disposal prematurely.

To ensure probity and transparency:



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- Record the justification for the disposal, and the use of this method of disposal.
- Advertise available items internally (for example, administrative notices, NSWPF intranet or notice boards) to make sure everyone knows about the sale.
- Include advice or a clause in the sale contract stating that items will be sold, with any faults, at the buyer's risk.
- For individual items set a reserve price at fair market value, possibly by the delegate. Establish fair market value by previous sales and/or tenders from auctioneers or other relevant parties or sources.
- Keep strictly confidential any reserve prices determined by the delegate until after the bids are opened. (The delegate should not participate as a bidder.)
- Submit offers in a sealed envelope to the delegate or nominated officer. Open the envelopes at a set time and place, under supervision.
- Accept the highest offer, provided the offer is above the reserve price.
- If the successful bidder no longer requires the item, offer it to the next highest bidder until the item is sold, subject to the reserve price.

Where there is a large quantity of identical or similar items, goods may be offered for sale at the fair market value, and staff express an interest to purchase at this price.

j) Assets subject to insurance claims

In the event that an asset has been lost or stolen, an asset can be considered as being disposed of if the asset is to be replaced with an insurance claim. In these situations, standard procedures relating to the notification of lost or stolen equipment should be followed.

The insurance claim threshold is \$300 and anything under that amount is to be paid for by the Command. A COPS entry is required when an asset is reported as lost or stolen and an accompanying report noted by the Squad Commander or respective Manager is also required.

Ensure that once the replacement asset has been received, the original invoice is attached to the insurance claim and all paper work is then forward to the Treasury Managed Fund (TMF) to issue a cheque to the Command or Business Unit.

The lost or stolen asset should be retired from the Asset Register and removed from the SAP system using the appropriate forms.

k) Brokered sale of Assets

Third party vendors, typically known as Brokers can be engaged to assist with the disposal of certain assets which are classified as being of a specialist nature and or of a significant value, for example maritime vessels.

Brokers will work to dispose of an asset usually using print or web media so it is important to ensure that there is minimal reference to the NSWPF. It should also be noted that brokers work on a commission and may charge the NSWPF for any costs associated with the sale of an asset, hence there should be complete visibility of all costs associated with the disposal of the asset.

It is recommended that prior to a brokered sale; the broker recommended sale price is compared against the market rate for similar products to ensure that the sale price is reasonable.



I) Sponsored Assets

Assets provided by third parties to the NSWPF could be considered “sponsored assets”. These assets are typically provided by charities or businesses to support policing. The disposal of these assets must take into consideration any conditions associated with the sponsorship.

Depending on the conditions associated with the sponsorship of the asset, the NSWPF may be required to:

- Return the asset to the sponsor
- Purchase the asset at pre-nominated value
- Dispose of the asset as it deems fit.

The conditions regarding the disposal of the sponsored asset must be adhered to. If no such conditions are in the asset sponsorship agreement, the NSWPF should then refer to instructions within this document for disposal of the asset.

2.6. *Dispose of Asset*

Having chosen the method of disposal, seek approval from the appropriate delegated officer for permission to proceed with the disposal.

This officer must be satisfied that the chosen method of disposal is commensurate with the value of the assets, and that it reflects the appropriate level of competition.

Regardless of the method of disposal, probity must be maintained and any changes to the disposal process, terms or conditions must be communicated to all potential participating parties as soon as possible. In addition, terms and conditions of sale should state a time and place for inspection of the assets, and whether the purchaser is required to remove the assets by a certain date.

Preparing assets for disposal

Managers should check that assets to be disposed of do not contain material that is not intended for disposal. Neglecting to check may result in legal liability and embarrassment to NSWPF.

Examples of material that should be removed before disposal include:

- Stationery, particularly printed stationery, which could be misused
- records, files, papers or whiteboards containing information which, if disclosed, could breach privacy legislation, and/or cause embarrassment or problems for NSWPF
- environmentally sensitive or hazardous stores (see note below headed Hazardous or Polluting materials, pg 14);
- NSWPF logos etc, from clothing and equipment and
- **ALL information that is stored on a computer or electronic device and software where unauthorised transfer could breach license agreements.**



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Buyers Risk

Irrespective of the disposal method applied, it is essential that all prospective buyers are advised in writing that items are disposed of, with any faults, at the buyer's risk. Buyers are to rely on their own inquiries regarding the condition and workability of the items.

Refer to Appendix C for a suggested format for the NSWPF Sale of Asset Form statement.

A copy of the signed form should be made and archived.

Factors to consider in the disposal

The following may require special consideration.

Heritage and cultural-interest items

The Heritage Office will advise on the nature, heritage significance, and value (heritage and monetary) of the item.

Heritage Office
Telephone (02) 9635 6155
Facsimile (02) 9891 4688

Hazardous or polluting materials

NSWPF must ensure that the disposal of assets or materials that are of a hazardous or polluting nature is carried out in a responsible manner. Before disposing of these assets or materials agencies should obtain advice from:

NSWPF Safety Command

or

NSW Environment Protection Authority
Telephone (02) 9995 5000
Facsimile (02) 9995 5999

Arms and controlled defence and related assets

NSWPF Armoury
SPC Surry Hills

Disposal of Electrical Equipment

If electrical equipment is sold or given away, an up to date risk assessment, in compliance with AS/NZS 3760 **must** be provided informing the new owner of the equipment of the residual risks or the faults when using the equipment. If an item is disposed of by any other means then the electrical item must be decommissioned and rendered inoperative.

2.7. Ensure Payment

Depending on the disposal of the asset, funds may have been received from the sale of the asset. It is the responsibility of the individual tasked with the disposal of the asset to ensure prompt payment. The sale of used goods by the NSW Police Force will be subject to GST.

Refer to the Financial Services site for the GST, Accounts Receivable Policy in Receipting and Banking of proceeds from the sale of assets. In general, the proceeds from Fixed Asset



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disposals are to be credited to an appropriate capital revenue account and are returned to the NSWPF Capital Works Budget. The proceeds from Low Value (Z) Asset disposals are to be credited to an appropriate recurrent revenue account and are returned to the local area's recurrent budget.

If there is any doubt about the appropriate manner in which revenue from sales is to be handled, consult the NSWPF Receipting and Banking procedures accessible via the following Web link:

[NSWPF Finance Policy & Procedure - Accounts Receivable Policy](#)

The payment for the asset should be dealt with in accordance with Treasury directives and sent to ICS for processing.

2.8. Asset Register Update

Retirement of assets from the Asset Register

The NSW Police Force operates a Fixed Asset System that identifies what constitutes a Fixed Asset and low value assets, the values of which are recorded in the Statement of Financial Position. To accurately reflect the value of the NSW Police Force assets, adjustments for asset disposals, transfers and write offs are made on an ongoing basis to the Fixed Assets system. An item that has been identified as a Fixed Asset or a low value asset is to remain on the Computerised Fixed Asset System (currently SAP) until such time as authorisation to delete the item is given.

Once an asset has been disposed of in accordance with the NSW Police Force Asset Disposal Policy and in accordance with the appropriate instrument of delegation, the following should occur:

- An Asset Retirement form must be completed and approved under delegation.
- A copy of the Sale of Asset Form should be attached to the Asset Retirement form.
- Any other relevant documentation should also be attached, for example: beyond economic repair docket, insurance claim, etc.
- The Asset retirement form plus attachments should be forwarded to Internal Customer Services for processing.



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Appendix A – Asset Disposal Checklist

Asset Disposal Checklist		
Disposal Information	Requesting Officer (Name)	
	Area/Dept	
	Date	
Asset Information	Asset Class	
	Asset Description	
	Cost Centre	
	Location	
Asset Owner	Asset Owner	
	Business Unit Representative	
Value	Initial Purchase Price (\$)	
	SAP Value (\$)	
	Estimated Disposal Value (\$)	
Delegated Approval	Manager Approval (Name)	
	Manager Approval (Signature)	
	Manager Approval (Date)	
	Provide Details on Disposal Methodology (what method was used)	
	Agreed Value (\$)	
	Sold to (Vendor Details, Name, Address)	
	Buyers Agreement Signed (provide copy)	
Payment	Date Payment Received	
	Confirm payment to ICS	
Asset Register Update	Asset Retirement Form Completed	
	ICS (Financial Services) Processed	
	Financial Delegation Approval (Name)	
	Financial Delegation Approval (Signature)	
	Date	
	ICS Processed	



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Appendix B – Approval to dispose of assets delegation

The approval to dispose of assets delegation is provided for the sale of assets which are no longer considered fit for purpose or surplus to requirement. The delegation is only conferred on positions whose titles are listed below and only apply to the estimated disposal value within the position holder's own organisational Command structure.

Officers holding delegation to dispose of assets must not receive assets they have approved for disposal.


Decisions made under a delegation to dispose of assets must be documented and may be subject to scrutiny and/or audit.

Category	Level	Disposal Value
Category 1	Commissioner of Police.	Unlimited
Category 2	Executive Director, Corporate Services. Deputy Commissioner, Field Operations. Deputy Commissioner, Specialist Operations.	\$350,000 or less
Category 3	Commander, Counter Terrorism and Special Tactics. Commander, Operational Communications and Information Group. Commander, Major Events and Incidents Group. Commander, Professional Standards Command. Director, Education Services. Commander, Special Services Group. Director, Office of the General Counsel. Director, Human Resource Services. Director, Safety. Director, Financial Services. Director, Business Technology Services (BTS). Director, Investment and Commercial Services. Chief of Staff, Commissioner's Office. Commander, Commissioner's Inspectorate Operations Manager, Communications Branch. Commander, Operational Information Agency. Commander, State Crime Command. Commander, State Protection Group. Commander, Public Order and Riot Squad. Commander, Traffic Services. Commander, Forensic Services Group. Director/General Manager/Manager, Corporate Services – Senior Officer and above. Director/Commander, Public Affairs. Commander, Counter Terrorist Coordination Command. Region Commander. Region Commander Director, Police Assistance Line.	\$50,000 or less
Category 4	Commander/Manager - Superintendent and above. Director/ General Manager/Manager/Executive Officer - Grade 12 and above.	\$20,000 or less
Category 5	Staff Officer, Inspector and Clerk, Grade 9 and above.	\$2000



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Appendix C – NSWPF Sale of Asset Form

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Final value of sold item		
Description of sold item		
<p>“It is a condition of the sale of item that the purchaser acknowledges that:</p> <ul style="list-style-type: none"> • The item is a used item that does not come with any form of warranty or support from the NSWPF or any other NSW Government Agencies. • The purchaser has inspected the item prior to purchase, and the item is purchased in its present condition and state of repair. • The purchaser therefore purchases the assets subject to any defect whether obvious or not.” 		
<i>Signature of NSWPF Asset Disposal Approver</i>		<i>Signature of Purchaser receiving asset</i>
NSWPF Representative Name		Customer Name
Title		Company Name
Date		Date
Office Use Only		
NSWPF Instrument of Delegation Approver Name		
Command/Department		
SAP Asset No:		
<i>Note: Attach a copy of this document to the Asset Retirement Form</i>		