

For every asset that shall be disposed, complete this form, sign it, and email it to Asset Management (am@xfel.eu). Using internal mail, send the original paper copy to "XFEL Asset Management".

Mandatory fields that the requester has to provide are marked with asterisks (*). After the form is processed, you will be informed as to how the asset will be disposed. For more information about asset management, see the [Staff Note "Asset management policy"](#). Possible disposal costs are accounted to the cost centre of the requester.

CAUTION: No parts of value may be thrown or given away through a different process. All parts that are not disposed through this process can be checked periodically by lists from the relevant asset register to recognize stolen or lost parts. Stolen or lost assets also have to be reported.

Requester		
Requester name*	Phone	Date*
_____	_____	_____
WP/G*	Building / room no.	Cost centre*
_____	_____	_____

Asset		
Asset name*	Year of purchase*	Status of component*
_____	_____	_____
Inventory (QRcode) or invoice no.*	Purchase value (€)	Reason for disposal*
_____	_____	_____
Location (unless inventory)*	Estimated market value (€)	Suggestion for reuse
	_____	_____
Remarks	<input type="checkbox"/> Funded by third party*	<input type="checkbox"/> Hazardous or sensitive*
	<input type="checkbox"/> Customs relevant (C13)*	<input type="checkbox"/> Stolen or lost*
	<input type="checkbox"/> IT licenses or data protection relevant*	

Signatures			
AM	Date	Director (market value > 10 k€)	Date
_____	_____	_____	_____
Requester*	Date*	Management Board (market value > 50 k€)	Date
_____	_____	_____	_____
WP/GL*	Date*	Council (market value > 1 M€)	Date
_____	_____	_____	_____

Disposal (Processed by AM)	
Intermediate storage location	Disposal date _____
_____	<input type="checkbox"/> TS confirmation
	<input type="checkbox"/> Finance confirmation