



# Asset Acquisition and Disposal Form

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the Privacy and Data Protection Act 2014. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436

Please return the completed form to:  
Baw Baw Shire Council  
PO Box 304  
Warragul, 3820

## Section 1: Asset Acquisition

Name of Committee:

### Details of Item/s Purchased

Description of Item (please include serial number where applicable)

Number of Items

Location of Item

Is the item new or used?

If 'Used' please describe its current condition

New

Used

Purchase Price of the Item

Please include a copy of the receipt with this form.

If the value of the asset is equal to or over \$500.00 please submit a photo of the item with this form

## **Section 2: Asset Disposal**

Name of Committee

### **Details of Item being Disposed**

Description of Item

Number of Item/s

Sale Price of Item

Date

Completed By

If the original value of the asset was equal to or over \$500.00 please submit a photo of the item with this form