Stock/Asset Write-off – decision and approval document

To be used for disposal of singular stocks/assets (sale, donation or destruction). The approval of this form means the value of stock/assets will be taken off the Logistics Balance sheet.

|  |  |
| --- | --- |
| Date |  |
| Subject |  |
| Location |  |
| Total amount of stock/assets to be written off |  |
| Currency  |  |
| Doc reference number |  |

Background

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redcross.org.uk

Options review:

The following options have been looked into:

* Replenishment to replace written off stock or assets
* Donation
* Sale
* Other form of disposal

Details of each option follow:

Option 1: Replenishment to replace written off stock or assets

Option 2: donation

Option 3: sale

Option 4: other form of disposal

Not required

Recommendation(s):

It is recommended that of the above options, option nb, xx is selected. Rationale for this recommendation follows:

Approvals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Role** | **Date** | **Signature** |
| Prepared by |  |  |  |  |
| Authorised by (Logistics) |  |  |  |  |
| Authorised by (Finance) |  |  |  |  |