



**GERMAN-MALAYSIAN INSTITUTE
Write-Off Asset Application Form**

Department : _____

Departmental Reference : _____

No.	Tag No.	Description	Serial No.	Quantity
Date of Purchase	Purchased Price (RM)		Reason for Writing-Off	
	per unit	Total		

Requested by: Name: _____ Designation: _____ Date: _____	Recommended by: <hr/> <p align="center">Head of Department</p> Date: _____
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Classification of Assets: <table border="1"> <tr> <td> </td> <td>Fixed Asset (Value RM2,000 and above)</td> </tr> <tr> <td> </td> <td>Inventory (Value Below RM2,000)</td> </tr> </table>		Fixed Asset (Value RM2,000 and above)		Inventory (Value Below RM2,000)	Need for Replacement: <table border="1"> <tr> <td> </td> <td>YES</td> <td> </td> <td>NO</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		YES		NO				
	Fixed Asset (Value RM2,000 and above)												
	Inventory (Value Below RM2,000)												
	YES		NO										

Document Checklist:

	MIS Report (<i>only for Office PC & Equipment</i>)		Contractor/Supplier/Workshop Report
For Loss Item Case (to provide): 1. Write-Off Loss Item form 2. Police Report (<i>only for Fixed Asset item</i>) 3. Notification Memo by Department			