

Queensland Purchasing

Government Disposals will issue an ATA (Auction Transfer Advice) number on the Disposal Form and distribute the Disposal Form to the auctioneer, yourself and the transport company, so all parties have the same reference for the goods listed on this form.

Office use only (Government Disposals)

A.T.A. No _____
 Signature _____ Date ____ / ____ / ____
 (For Director)
 Auction house _____
 Transport company _____
 Faxed _____

Government Disposals – Disposal Form (DF)

Fax form to: **+61 7 3224 7921**

GPO Box 123 Brisbane Qld 4001 Telephone 07 3224 8251 Email disposals@qp.qld.gov.au Website www.disposals.qld.gov.au ABN 54 358 750 196

Agency details

Name of dept/organisation	Queensland Department of Government
Postal address	GPO 333, Brisbane, Qld 4001
ABN	33 333 333 333
Dept / Institution ref No (if applicable)	XXX/XXXX The agency's own reference.

Contact details

The person Government Disposals can contact for enquiries.

Enquiries to	John Citizen, Disposal Officer
Tel No	07 3333 3333
Fax No	07 3232 3232
Mobile	0404 333 333
e-mail:	john.citizen@qd.qld.gov.au

Payment details

Government Disposals will forward all proceeds from the sale (less expenses such as commission, transport, etc) to the finance area nominated on this form.

Sale by auction	
Make cheque payable to	The Financial Accountant Queensland Department of Government
Postal address	GPO box 333, Brisbane, Qld 4001

Sale by tender

Bank	Commonwealth Bank
Account No	33-333333-3
B.S.B. No	333-333

Either write the items to be disposed of on this form, or attach your own list.

- Government Disposals can assist you in listing the items (free of charge in the Brisbane area).
- Government Disposals will send you a "Discrepancy Advice Note" if the goods received by the auctioneer do not correspond with the goods listed on this form.

Items

Address and exact place where items are stored.

LOCATION

Precise location of stores	Mineral House, Basement, 41 George St, Brisbane, Qld 4000
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List

Declaring authorities are responsible for ensuring that all goods are received either by the transport company or the auction centre.

Condition codes

N = New
 E = Used / Reconditioned
 O = Used / Useable w/out repairs
 R = Used / Repairs required
 UR = Unrepairable
 1 = Excellent
 2 = Good
 3 = Fair
 4 = Poor
 (e.g. E3 means used/reconditioned in fair condition)

Defined as a predetermined minimum amount of money set for the goods to be sold. (optional)

TRANSPORTATION

Do you require transport to be arranged & cost deducted from sale proceeds? (circle one) **Yes** or **No**

Item No	Id or catalogue No (if applicable)	Description	Qty	Cond code	Reserve price (if applicable)
1	A759575	Bikes parts, wheels, gooseneck, handle bars,	12	R3	NA

The Data Security Form (DS) is provided to ensure that all confidential information has been removed by your agency from computers, mobile phones or similar media equipment prior to sale. Government Disposals can arrange this if required.

Authorisation Please ensure the Data Security Form (DF) is completed where applicable.

Queensland Purchasing is authorised to act as agent and raise a tax invoice, on our behalf.
 (To be signed by the accountable officer of the declaring authority)

Printed name: JOHN CITIZEN

Date: 00 / 00 / 0003

Signature: _____