

Asset disposal

- Re-sell Old items (item replacement)
- Internal Auction

Targeted audience

- Employees
- Suppliers (original sellers)
- Approved suppliers
- Used Furniture suppliers

Parties involved

- Procurement
- Finance
- Asset Team
- IT
- Facility Team/GS

Resell / Replacement (Part-exchanges) / Transferring assets between departments

- Advantage
 - Financial return
 - Saving space
 - Sustainability
 - Reduce cost
- Risk
 - Recover deleted information (in case of IT equipment)

Auction

- Advantage
 - Financial return
 - Saving space
 - Sustainability
 - Engagement with employees
- Risk
 - Recover deleted information (in case of IT equipment)
 - Complains from employees on sold items

Why would a business need to dispose of an asset?

- Save space
- Generate additional income that can be used as petty cash

How to Sell Business Assets

- **Identifying Assets:**
 - Create an inventory spreadsheet
 - Determine who owns the property
 - Separate salable assets
- **Valuing Assets**
 - Assess the overall condition
 - Research fair market value
 - Get independent appraisals
- **Finding Buyers**
 - Advertise your sale
 - Consider hiring a broker
 - Affix hard prices to significant assets
 - Keep detailed records of your sales