

Asset Disposal Record

Date: _____

Record No.: _____

Department: _____

Prepared By: _____

Asset Description	Asset Tag/ID	Date Acquired	Original Cost	Reason for Disposal	Method of Disposal	Approved By
Desktop Computer	IT-0287	2020-03-15	\$950	Obsolete/End of Life	Recycled	Jane Lee
Projector	AV-0195	2018-08-04	\$600	Not Working	Scrapped	Jane Lee

Summary/Remarks:

Verified By:

Date: _____

Authorized By:

Important Notes:

- All asset disposals must be properly authorized and documented.
- Include sufficient details for traceability and audit purposes.
- Retain supporting documents such as disposal approvals and receipts.
- The disposal method should comply with organizational and legal requirements.