

Asset Disposal Summary Sheet

Document Information

Disposal Reference No.	ADS-2024-045	Date	2024-06-10
Department	IT Department	Prepared by	Jane Doe

Asset Details

Asset ID	Description	Date Acquired	Original Cost	Net Book Value	Disposal Method	Date of Disposal
IT-08213	Dell Latitude Laptop	2020-03-12	\$1,200	\$350	Donation	2024-06-09
IT-08214	HP OfficeJet Printer	2019-07-20	\$400	\$40	Scrap	2024-06-09
IT-07256	Lenovo Monitor	2018-12-02	\$250	\$0	Sale	2024-06-09

Summary & Approval

Total Original Cost	\$1,850	Total Net Book Value	\$390
Disposal Proceeds	\$50	Loss/Gain on Disposal	- \$340

Prepared by

Reviewed by

Approved by

Important Notes:

- Ensure all asset disposal records are retained for audit purposes.
- Obtain necessary authorizations before initiating disposal processes.
- Verify that all disposed assets are removed from inventory and fixed asset registers.
- For assets containing sensitive data, data should be securely erased prior to disposal.
- All disposals must comply with company policy and relevant legal regulations.