

Asset Disposal Transfer Record

A. General Information

Record Number:

ADT-2024-0452

Date:

2024-06-18

Department:

Facilities Management

Prepared By:

Sarah Mitchell

B. Asset Details

Asset Tag	Description	Serial Number	Date Acquired	Original Value	Condition
FM-2038	Dell Latitude Laptop	D87TM45	2019-01-15	\$1,250	Obsolete
FM-1841	HP LaserJet Printer	SN234001A	2018-10-09	\$780	Defective
FM-2025	Office Desk	--	2017-05-22	\$350	Damaged

C. Disposal/Transfer Method

Method:

Donation to Local School

Authorized By:

Helen Brooks (Head of Facilities)

Recipient Organization:

Greenlake Elementary School

Transfer Date:

2024-06-20

D. Signatures

Prepared By	Approved By	Recipient
Name & Date	Name & Date	Name & Date

Important Notes:

- Ensure all asset disposals are properly authorized and documented.
- Retain a signed copy of this record for audit and compliance purposes.
- List all asset tags and serial numbers clearly to prevent discrepancies.
- Confirm all personal or sensitive data has been removed from IT assets before transfer or disposal.
- Disposal or transfer must comply with relevant regulations and organizational policies.