

# Asset Retirement Authorization Document

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## ASSET DETAILS

Asset Name	Dell OptiPlex 7070 SFF
Asset Tag	IT-0034
Serial Number	SN1234567890
Location	Main Office, 3rd Floor
Date Acquired	2019-04-16

## REASON FOR RETIREMENT

The asset has reached the end of its useful life, with frequent hardware failures affecting productivity. The cost of repair exceeds the value of the device. Replacement has already been approved.

## RETIREMENT METHOD

The asset will be securely wiped of all data and sent to an approved e-waste recycling vendor in accordance with company policy and environmental regulations.

## AUTHORIZATIONS

Requested By	Alex Jordan	Date	2024-06-28
Department Head Approval	Sarah Lin	Date	2024-06-29
Finance Approval	Michael Rivera	Date	2024-06-30

## SUPPORTING DOCUMENTATION

- Asset Purchase Invoice
- Maintenance History
- Photographs of Asset Condition

## IMPORTANT NOTES

- Ensure all data is erased and backup copies are taken if required before asset removal.
- Follow environmental and company-specific procedures for disposal or recycling.
- Keep records of authorization and documentation for audit and compliance purposes.
- Asset retirement may have implications for financial reporting; notify Finance.