

Asset Retirement Finalization Report

Report Number	ARFR-2024-017	Date	2024-06-15
Department	Information Technology	Location	Head Office
Prepared By	John Doe	Reviewed By	Jane Smith

Asset Details

Asset Name	Dell PowerEdge Server R740	Asset ID	IT-SRV-0042
Serial Number	DELLR740-392848X	Date Acquired	2018-05-10
Original Value	\$12,000	Net Book Value	\$0

Retirement Summary

Disposal Method	Recycling by Certified Vendor
Retirement Date	2024-06-10
Reason for Retirement	End of Useful Life / No Longer Repairable
Supporting Documents	Vendor Certificate of Disposal, Asset Disposal Form
Remarks	All data securely erased prior to recycling.

Verification

Physical Verification By	Samuel Lee	Date	2024-06-12
Accounting Updated By	Lisa Wong	Date	2024-06-13

Prepared By

Reviewed By

Approved By

Important Notes:

- This report must be retained for audit and compliance purposes.
- All company data must be wiped from assets before disposal or recycling.
- Asset retirement must follow company policy and regulatory guidelines.
- Supporting documents should be attached and referenced in this report.
- Final report requires approval from designated authority before filing.