

Asset Disposal and Transfer Register

Sl. No.	Asset Description	Asset ID/Tag	Acquisition Date	Original Cost	Book Value at Disposal	Disposal/Transfer Date	Mode of Disposal/Transfer	Disposed/Transferred To	Amount Realized	Approved By	Remarks
1	Laptop - Dell Inspiron 15	AST0098	12-01-2019	₹48,000	₹13,000	15-03-2024	Sold	Mr. R. Kumar	₹13,500	Admin Manager	–
2	Office Desk	AST0214	20-07-2017	₹7,500	₹1,200	05-02-2024	Transferred	Branch B	–	Admin Manager	Transferred between branches
3	Projector - Epson EB-X05	AST0145	28-12-2020	₹35,500	₹21,000	20-04-2024	Scrapped	–	₹0	Admin Manager	Irreparable

Important Notes:

- All entries must be supported by relevant approval and disposal/transfer documentation.
- Book value should be computed as per applicable accounting policy at the point of disposal or transfer.
- Ensure acknowledgement is received from the recipient in case of transfer.
- Assets disposed by sale should mention the amount realized and buyer's details.
- Regular updating of the register is crucial to maintain accuracy in the books of accounts.