

Asset Disposal Request Form

Date of Request

Department

Enter department name

Requested By

Enter your name

Asset Details

Asset Description	Asset ID/Code	Acquisition Date	Original Cost	Estimated Current Value	Reason for Disposal
e.g., Laptop D	e.g., AS12345				e.g., Obsolete

Proposed Method of Disposal

Select one

Details / Comments

Add any additional details here

Requested By

Name

Department Head Approval

Name

Asset Manager Review

Name

Important Notes:

- Ensure all asset details and reasons for disposal are completed accurately.
- Attach supporting documents, such as photographs or maintenance logs, if applicable.
- Obtain all required approvals before initiating the disposal process.
- This form must be retained for audit and compliance purposes.
- Follow the organization's policies for asset disposal to ensure environmental and data security compliance.