

# Asset Disposition Authorization Document

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## Asset Information

Asset Tag	Description	Serial No.	Date Acquired	Estimated Value	Disposition Method
IT-001129	Dell Latitude 7490 Laptop	SN3472921	2018-04-21	\$250.00	Recycle
IT-001150	HP LaserJet Pro M402	HPLL4012051	2017-10-12	\$50.00	Donation

## Reason for Disposition

The listed items are obsolete and no longer meet current operational requirements. Equipment is either beyond economic repair or has been replaced by newer models.

## Authorization

Requested by:

\_\_\_\_\_  
Name / Signature / Date  
Approved by:

\_\_\_\_\_  
Name / Signature / Date

### Important Notes:

- This document must be retained for audit and compliance purposes.
- All data-bearing equipment must be securely wiped prior to disposition.
- Asset disposition must follow company policies and relevant legal regulations.
- Unauthorized disposition of assets is strictly prohibited.