

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 Equipment is either beyond economic repair or has been replaced by newer models.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.