

Company Asset Sale/Disposal Form

Asset Details

Asset Name/Description

e.g. Office Laptop, Serial No. 12345

Asset ID / Number**Category**

e.g. Electronics, Furniture

Date of Purchase**Original Purchase Cost**

e.g. \$1,500

Current Location**Current Condition**

e.g. Good, Fair, Broken

Sale/Disposal Information

Type**Recipient / Buyer (if applicable)**

Name or Organization

Sale/Disposal Date**Amount Received (if any)**

e.g. \$500

Reason for Sale/Disposal

Approvals

Requested By

Request Date**Approved By****Approval Date**

Important Notes

- Ensure accurate and complete information for all sections to comply with company policy.
- Obtain necessary approvals before proceeding with asset sale or disposal.
- Retain supporting documents (e.g. receipts, approval emails) for audit purposes.
- Removed assets should be updated in the company asset register promptly.
- Review any legal or environmental obligations related to the asset's disposal.