

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.