

Discarded Asset Inventory Report

Report Date: June 21, 2024
Prepared By: John Doe
Department: Information Technology
Location: Head Office, Floor 2

Asset Details

#	Asset Name	Tag Number / Serial	Category	Date Acquired	Date Discarded	Reason for Discard	Condition
1	Dell Desktop PC 7040	PC-123456	Computer	2017-08-12	2024-05-25	End of lifecycle	Non-functional
2	HP LaserJet 1020	PR-453221	Printer	2016-03-19	2024-05-28	Obsolete Model	Poor
3	Canon Scanner DR-C225	SC-201344	Scanner	2018-02-14	2024-06-03	No longer required	Functional

Authorization

Reviewed & Approved By: Jane Smith
Approver Position: IT Manager
Approval Date: June 20, 2024

Important Notes

- Ensure all discarded assets are physically removed and properly disposed of per company policy.
- Asset records must be updated in the official inventory management system.
- Supporting documents (such as approvals and disposal receipts) should be attached to the report.
- Asset tags and company identification should be removed or deactivated as needed.
- This report is for internal record-keeping and audit purposes only.