

Fixed Asset Disposal Approval Form

1. Asset Information

Asset Name	<input type="text"/>
Asset Description	<input type="text"/>
Asset ID / Number	<input type="text"/>
Location	<input type="text"/>
Date Acquired	<input type="text"/>
Original Cost	<input type="text"/>
Net Book Value	<input type="text"/>

2. Disposal Details

Reason for Disposal:

Method of Disposal:

Expected Disposal Value:

3. Recommended By

Name:

Designation:

Date:

4. Approval

Name:

Designation:

Date:

5. Additional Comments

Important Notes:

- All disposals must comply with company policy and relevant financial regulations.
- Supporting documents must be attached for verification and audit purposes.
- Approval from authorized personnel is mandatory before asset disposal.
- This form should be retained as part of the asset records.