

# Obsolete Asset Disposal Submission Form

Submission Date:

Department:

Requested By:

Contact Information:

## Asset Details

Asset Description	Asset Code/ID	Serial Number	Date Purchased	Current Location	Estimated Value	Reason for Disposal
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Supporting Documents

Attachment(s) (e.g., photos, purchase records):

## Disposal Method

Select Disposal Method

## Approvals

Submitted By:

Date:

Department Head Approval:

Date:

Asset Manager Approval:

Date: \_\_\_\_\_

**Important Notes**

- Ensure all asset details and reasons for disposal are completed accurately.
- Attach necessary supporting documents to facilitate approval.
- Authorization from the Department Head and Asset Manager is mandatory.
- Assets must not be disposed of until all approvals are in place.
- Retain a copy of this form for audit and record-keeping purposes.