

# Surplus Asset Disposal Record Sheet

Department/Unit: .....

Prepared By: .....

Date: .....

Location: .....

## Asset Details

#	Description	Asset Tag/Serial No.	Quantity	Acquisition Date	Condition	Reason for Disposal	Disposal Method
1							
2							
3							
4							

## Approvals & Acknowledgments

Verified & Approved By:

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Date: .....

Received/Disposed By:

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Date: .....

## Important Notes

- Ensure all asset information is accurately recorded before disposal.
- Obtain required approvals prior to disposal as per organizational policy.
- Maintain records for future reference and audits.
- Follow all applicable legal and environmental guidelines for disposal.