

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:

Date:

Received/Disposed By:

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.