

Asset Disposal Authorization Form for Retirement

Document No.:

Date:

Department:

Requested By:

Asset Description:

Asset Tag/ID:

Serial Number:

Acquisition Date:

Original Cost (\$):

e.g. End of useful life, obs...

Reason for Retirement:

Proposed Method of Disposal: ▼

Estimated Residual Value (\$):

Supporting Documents:

Additional Notes:

Requested by

Date: _____
Reviewed by (Asset Manager)

Date: _____
Approved by (Department Head)

Date: _____

- This form must be completed before removal or retirement of any organizational assets.

- All supporting documents should be attached for audit and compliance purposes.
- Appropriate approval signatures are mandatory for valid authorization.
- Ensure sensitive data is removed from assets prior to disposal.
- Retain the completed form for record-keeping and future audits.