

Asset Retirement Approval Form

Disposal Format Sample

A. Asset Information

Asset Name:

Asset ID/Tag Number:

Description/Specification:

Location:

Date Acquired:

Original Cost:

B. Disposal Information

Reason for Disposal:

Proposed Disposal Method:

Estimated Residual Value:

Planned Date of Disposal:

C. Approvals

Requested by

Name & Signature
Date

Department Head Approval

Name & Signature
Date

Finance Review

Name & Signature
Date

Final Approval

Name & Signature
Date

Important Notes:

- All asset retirements/disposals must follow company policies and appropriate internal controls.
- Supporting documents (e.g. photos, quotations, justifications) should be attached as needed.
- Obtaining approval from relevant departments is required before asset removal or disposal.
- This form is to be retained as part of the company's permanent asset records.