

Asset Retirement Disposal Form

Date: _____

ASSET INFORMATION

Asset Name		Asset Tag/Number	
Description			
Location		Department	
Date of Purchase		Original Cost	
Current Condition			
Reason for Retirement/Disposal			

DISPOSAL DETAILS

Method of Disposal	<input type="checkbox"/> Donation <input type="checkbox"/> Recycled <input type="checkbox"/> Sold <input type="checkbox"/> Discarded <input type="checkbox"/> Other: _____		
Date of Disposal		Disposal Value	
Supporting Documents Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No		

AUTHORIZATION & ACKNOWLEDGEMENT

Prepared by:

Date: _____

Name: _____

Approved by:

Date: _____

Name: _____

IMPORTANT NOTES

- This form must be completed and authorized before disposing of any company asset.
- Attach all relevant supporting documents, such as purchase receipts or photographs of the asset.
- Ensure data or confidential information is removed from electronic devices prior to disposal.
- Retain this document for audit and compliance purposes as per company policy.
- Consult the finance or compliance department if there is any uncertainty regarding asset disposal.