

Asset Retirement Documentation: Disposal Format Guide

1. Asset Details

Asset Name	Desktop Computer
Asset ID / Tag	DC-1572
Category	IT Equipment
Location	Head Office - 3rd Floor
Date of Acquisition	2016-05-20
Original Cost	\$1,200

2. Disposal Information

Retirement Type	Disposal
Disposal Date	2024-05-10
Disposal Method	E-waste Recycling Vendor
Reason for Retirement	End of useful life, not repairable

3. Approval & Authorization

Requested By	James Lee	Date	2024-04-25
Approved By	Anna Smith	Date	2024-05-01

4. Supporting Evidence

- Photograph of asset before disposal
- Certificate of E-waste disposal from vendor
- Asset Inventory update log

Important Notes

- Ensure all personal and sensitive data is removed from assets prior to disposal.
- Disposal must comply with local environmental and company regulations.
- Supporting documentation is required to validate the retirement and disposal process.
- All approvals must be obtained before asset retirement is finalized.