

Asset Disposal for Retirement Completed Document

Document Details

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|-----------------|-----------------------|
| Document Number | AD-2024-078 |
| Date | 2024-06-29 |
| Department | Facilities Management |
| Prepared by | Jane Doe |

Asset Information

| Asset Name | Asset ID | Description | Date Acquired | Condition |
|------------------|------------|--------------------|---------------|-----------|
| Desktop Computer | FM-PC-0342 | Dell OptiPlex 7070 | 2018-03-15 | Obsolete |

Disposal Details

| | |
|---------------------|--|
| Disposal Method | Retirement |
| Date of Disposal | 2024-06-25 |
| Reason for Disposal | Asset reached end of useful life and is no longer functional |
| Approved by | John Smith, Department Head |

Additional Remarks

The asset was inspected and verified as obsolete. All data stored on the device has been securely erased before disposal in accordance with company policy.

Prepared By:

Jane Doe
Date: 2024-06-29

Approved By:

John Smith
Date: 2024-06-29

Important Notes:

- Ensure all asset details and documentation are accurate before submission.
- Obtain necessary approvals in accordance with company policy.
- Remove and securely erase sensitive data before asset disposal.
- Keep a copy of this document for record-keeping and audit purposes.