

Asset Disposal for Retirement

Completed Document

Document Details

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.