

Asset Disposal and Retirement Submission

Formal Submission Format

A. ASSET INFORMATION

Asset Name	_____
Asset Tag/ID Number	_____
Category/Type	_____
Location	_____
Acquisition Date	_____
Original Cost	_____

B. REASON FOR DISPOSAL/RETIREMENT

Reason	___ End of useful life / Obsolete / Damaged / Other : _____
Description of Condition	_____

C. PROPOSED METHOD OF DISPOSAL

Method	___ Sale ___ Donation ___ Recycling ___ Scrap Other: _____
Estimated Recovery Value	_____

D. AUTHORIZATION & APPROVALS

Name	Title/Position	Signature	Date

E. SUPPORTING DOCUMENTS

- Photos of Asset
- Purchase Documents/Invoices
- Maintenance Records (if applicable)
- Other relevant documentation

IMPORTANT NOTES

- Ensure all asset information is accurate and up-to-date before submission.
- Approval signatures are mandatory prior to any disposal or retirement action.
- Attach all required supporting documentation for verification and audit purposes.
- This document forms part of the official asset management records.
- Refer to internal policies and legal requirements when selecting disposal methods.