

Official Asset Disposal Form

For Retirement of Asset

Department: _____
Date: ____/____/____
Location: _____

Asset Details

Asset Description	Asset Tag / Serial No.	Acquisition Date	Original Value	Current Condition	Reason for Retirement
_____	_____	____/____/____	_____	_____	_____
_____	_____	____/____/____	_____	_____	_____

Disposal Method

☐ Donate ☐ Scrap ☐ Sale ☐ Other: _____

Approval & Authorization

Name	Designation	Signature	Date
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____

Prepared By:
Signature: _____
Date: ____/____/____
Approved By:
Signature: _____
Date: ____/____/____

Important Notes

- This form is required for any asset retirement or disposal process.
- Ensure all fields are completed accurately and attached supporting documents if applicable.
- Obtain the required approvals before physical disposal or retirement of the asset.
- This document must be filed and stored according to organizational policy for audit purposes.