

# Fixed Asset Obsolete Disposal Documentation

## Document Information

Document No.		Date	
Prepared By		Department	

## Fixed Asset Details

Asset Description	Asset Tag/ID	Location	Acquisition Date	Original Cost

## Obsolescence Details

Reason for Obsolescence

Asset Condition	Estimated Scrap Value	Suggested Method of Disposal

## Approval

Requested By	Reviewed By	Approved By	Date Approved

## Disposal Execution Record

Date of Disposal	Method Used	Disposed By

## Attachments

- Photographs of Asset (if applicable)
- Asset Transfer/Hand-over Forms
- Quotations/Offeres (if applicable)

## Important Notes:

- This document must be retained for audit and compliance purposes.
- Ensure all relevant approvals are obtained before asset disposal.
- Update the fixed asset register after disposal is complete.
- Follow company and statutory guidelines for asset disposal.
- Attach all supporting documents as evidence of disposal process.

