

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/Offers (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.

