

Asset Disposal and Write-off Report

Report Number: _____

Date: _____

Prepared By: _____

Department: _____

Reviewed By: _____

Approved By: _____

Asset Details

Asset ID	Description	Category	Acquisition Date	Original Cost	Book Value	Disposal Date
_____	_____	_____	_____	_____	_____	_____

Reason for Disposal/Write-off

Disposal Method

☐ Sale ☐ Donation ☐ Scrap ☐ Other: _____

Remarks / Additional Comments

Signatures

Name	Designation	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____

Important Notes

- Ensure all asset details are accurately recorded before disposal or write-off.
- Attach supporting documents such as photographs, invoices, or approval memos where necessary.
- Disposal or write-off should comply with applicable company policies and regulatory requirements.
- Obtain necessary approvals from authorized personnel before proceeding.
- Maintain a copy of this report for audit and record-keeping purposes.