

# Asset Disposal and Write-off Report

Report Number: \_\_\_\_\_  
Prepared By: \_\_\_\_\_  
Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_  
Department: \_\_\_\_\_  
Approved By: \_\_\_\_\_

## Asset Details

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

## Reason for Disposal/Write-off

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## Disposal Method

Sale  Donation  Scrap  Other: \_\_\_\_\_

## Remarks / Additional Comments

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## 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.