

# Asset Disposal Compliance Audit Document

## Document Information

Audit Date	-----
Auditor(s)	-----
Department	-----
Asset Disposal Period	From: _____ To: _____
Document Reference No.	-----

## Asset Disposal Details

Asset ID / Description	Date of Disposal	Disposal Method	Approval Reference	Disposed By	Final Status
-----	-----	Sale / Donation / Scrap / Other	-----	-----	Completed / Pending
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## Compliance Checklist

Checklist Item	Status (✓/✗)	Remarks
Asset verified and identified	-----	-----
Appropriate disposal approval obtained	-----	-----
Disposal process followed company policy	-----	-----
Records updated post-disposal	-----	-----
Buyer's information documented (if applicable)	-----	-----

## Findings & Recommendations

Summary of Findings:

Recommendations:

## **Auditor's Signature**

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Name & Date

### **Important Notes:**

- This document must be securely stored for future reference and compliance verification.
- All disposal actions should strictly follow the organization's asset disposal policy and procedures.
- Supporting documents (e.g., approval letters, disposal receipts) should be attached where applicable.
- Non-compliance should be clearly documented, with corrective actions recommended.
- Regular audits help prevent mismanagement and unauthorized asset disposals.