

Asset Disposal Request Form

This **asset disposal request form** provides a structured way to document and process the disposal of company assets efficiently. It includes various disposal method options such as sale, donation, recycling, or destruction, ensuring compliance with organizational policies. Using this form helps maintain accurate records and supports transparent asset management.

1. Asset Details

Asset Description	<input type="text"/>
Asset ID / Tag Number	<input type="text"/>
Location	<input type="text"/>
Date of Purchase	<input type="text"/>
Original Value	<input type="text"/>
Current Condition	<div>Select▼</div>

2. Reason for Disposal

3. Disposal Method (Select one or more)

☐ Sale

☐ Donation

☐ Recycling

☐ Destruction

☐ Other (please specify):

4. Recommended Disposal Details

5. Authorization

Requested by	<input type="text"/>	Date	<input type="text"/>
Approved by	<input type="text"/>	Date	<input type="text"/>

Submit Request