

Asset Disposal Request Form - IT Assets

This **asset disposal request form** sample is designed for IT assets, ensuring a streamlined and compliant process for decommissioning hardware and software. It captures essential details such as asset identification, condition, and approval for disposal. Utilizing this form helps organizations manage IT asset lifecycle effectively while maintaining accurate records.

A. Requestor Information

Name		Department	
Email		Phone	

B. Asset Details

Asset Type	Asset Tag/ID	Serial Number	Model	Location	Condition
					<div>Select</div>

C. Reason for Disposal

D. Data Security Checklist

Data Backed-Up	<input type="checkbox"/> Yes <input type="checkbox"/> No	Data Wiped	<input type="checkbox"/> Yes <input type="checkbox"/> No
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E. Approval Signatures

Submitted by	Signature: _____ Date: _____
Dept. Manager	Signature: _____ Date: _____
IT/Asset Manager	Signature: _____ Date: _____

F. For Asset Management Use Only

Asset Disposal Method	<input type="checkbox"/> Recycle <input type="checkbox"/> Resell <input type="checkbox"/> Donation <input type="checkbox"/> Other
Date Disposed	
Disposed By	
Remarks	