

Asset Disposal Request Form

Date of Request: 2024-06-15

1. Asset Information

Asset ID	AS-000789
Asset Description	Dell Latitude Laptop, Model 7390
Location	Main Office - IT Department
Date Purchased	2020-03-10
Original Cost	\$1,200.00

2. Depreciation Details

Method of Depreciation	Straight Line
Estimated Useful Life (years)	4
Accumulated Depreciation	\$900.00
Net Book Value	\$300.00

3. Reason for Disposal

Asset is obsolete and beyond economical repair.

4. Disposal Method

E-waste Recycling

5. Approvals

Requested By	Jane Smith	Date	2024-06-15
Department Head Approval	John Doe	Date	2024-06-16
Finance Approval	Mary Johnson	Date	2024-06-17

Signature (Requester): _____ Date: _____

Signature (Approver): _____ Date: _____