

Asset Disposal Request Form – Office Equipment

The **asset disposal request form** sample for office equipment streamlines the process of documenting and approving the removal of outdated or malfunctioning assets. This form ensures proper tracking, accountability, and compliance with organizational policies during asset disposal. Utilizing a standardized template helps maintain accurate records and facilitates efficient office equipment management.

A. Requestor Information

Name	<input type="text"/>
Department	<input type="text"/>
Contact Number	<input type="text"/>
Date of Request	<input type="text"/>

B. Asset Details

Asset Description	Asset Tag/Serial No.	Date of Purchase	Current Condition
<input type="text" value="e.g. Printer, Monitor"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Working"/> <input type="button" value="▼"/>

C. Reason for Disposal

Please specify the rationale for disposal...

D. Recommended Disposal Method

Recycle Donate Sell Scrap Other:

E. Authorization

Requested by	<input type="text"/>	Date	<input type="text"/>
Reviewed by (Asset Manager)	<input type="text"/>	Date	<input type="text"/>
Approved by (Dept. Head)	<input type="text"/>	Date	<input type="text"/>

Note: Attach supporting documents such as photos, maintenance records, or purchase receipts if available.