

Asset Disposal Request Form (Fixed Assets)

This **asset disposal request form** sample streamlines the process of documenting the removal of fixed assets. It ensures proper authorization and compliance with company policies. Use this form to track asset disposal efficiently and maintain accurate records.

Requestor Information

Department:

Date:

Requested by:

Employee ID:

Asset Information

Asset Tag/ID	Asset Description	Serial Number	Date Acquired	Original Cost	Current Location

Disposal Details

Reason for Disposal:

Disposal Method:

Select

Proposed Date of Disposal:

Estimated Value:

Authorization

Requested By:

(Signature)

Date:

Department Head Approval:

(Signature)

Date:

Asset/Finance Manager Approval:

(Signature)

Date:

For internal use only. Please attach supporting documents (photos, appraisal, etc.) if applicable.