

Asset Disposal Request Form

The **asset disposal request form** sample streamlines the process of reporting and authorizing the removal of assets. It includes a unique asset tracking number to ensure precise identification and efficient record-keeping. This form facilitates transparent and accountable asset management within any organization.

Asset Tracking Number:

e.g., ATN-2024-001

Asset Name:

e.g., Laptop Dell Latitude 5410

Current Location:

e.g., IT Room, Floor 2

Reason for Disposal:

e.g., Asset is obsolete and beyond repair.

Requested By:

e.g., John Smith

Request Date:

Asset Details:

Serial Number	Purchase Date	Original Value
e.g., SN123456789		e.g., \$1,250

Authorization (Supervisor/Manager):

e.g., Jane Doe

Authorization Date:

Submit Request