

ASSET DISPOSAL REQUEST FORM

This **asset disposal request form** sample is designed specifically for government agencies to streamline the process of reporting and approving the disposal of obsolete or surplus assets. It ensures compliance with regulatory standards while maintaining transparency and accountability. Utilizing this form helps agencies manage assets efficiently and document disposal activities accurately.

A. Requesting Department Details

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

B. Asset Information

Asset Description	Asset ID/Tag Number	Purchase Date	Original Cost	Current Condition
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>--Select--<div></div></div>

C. Disposal Justification

Provide reasons for disposal (e.g., non-repairable, obsolete, replaced by new asset, etc.)

D. Proposed Method of Disposal

☐ Auction

☐ Public Bidding

☐ Donation

☐ Recycling

☐ Destruction

☐ Other (specify):

E. Approvals

Requested by (Name & Signature)	Date	Department Head Approval (Name & Signature)	Date	Asset Management Officer Review (Name & Signature)	Date

F. Asset Disposal Committee Recommendation

Summary of committee's recommendation

Submit Request