

## Asset Disposal Request Form â€“ Obsolete Machinery

This **asset disposal request form** sample is designed to streamline the process of retiring obsolete machinery. It ensures proper documentation and approval for equipment removal, promoting efficient asset management. Use this form to maintain accurate records and comply with company policies.

Requestor Name:

Department:

Request Date:

### Machinery/Asset Details:

Asset Tag/ID	Description	Manufacturer	Model/Serial Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Reason for Disposal:

e.g. Obsolete, beyond repair, no longer required, etc.

Current Location of Asset:

Recommended Disposal Method:   
e.g. Scrap, sale, donation, recycle

### Additional Remarks/Comments:

### Approvals:

Approver Name	Title/Position	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>