

Fixed Asset Disposal Form

Date:

dd	mm	yyyy
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Asset Description:

Asset Name	
Quantity	
Model Number	
Serial Number	
Asset Tag Number	

Original Purchase Information:

Date Placed in Service	
Cost Value	
WDV	

Disposal Information:

Releasing Company Name		
Releasing Department Location:		
Releasing Department Cost Center		
Reason of Disposal	Signature of Technical Team	

Remarks:

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User Dept.
Sign with seal & date

ICT
Sign with seal & date

HR & Admin
Sign with seal & date

ARA
Sign with seal & date

A & F
Sign with seal & date

Managing Director/Director