



Asset Disposal Request

Ensure that all information is documented on this form before submitting to Committee.

Description of Asset for Disposal			
Location of asset:			
Brand:			
Model:			
Serial No.			
Asset Number:			
Reason for disposal:			
Income from disposal:	Yes	No	Amount: \$
Replacement Required:	Yes	No	Cost: \$

Name:	(Print)	Date:
Signature:		

Committee use only:

Approved for disposal:	Yes	No	Disposal Method:
Removed from asset register	Yes	No	
Replacement approved:	Yes	No	Purchase Request Attached:

Secretary:	Dated:
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