

EQUIPMENT WRITE-OFF APPROVAL

Asset Disposal & Financial Deregistration Statement

Document No:		Date:	
Department:		Cost Center:	

EQUIPMENT DETAILS

Asset Description:			
Asset ID / Tag No:		Manufacturer:	
Model:		Serial Number:	
Acquisition Date:		Acquisition Cost:	
Accumulated Depr.:		Net Book Value:	

REASON FOR WRITE-OFF

- ☐ Lost / Stolen
- ☐ Obsolete / Outdated
- ☐ Beyond Economic Repair
- ☐ Damaged / Destroyed
- ☐ Missing during Inventory
- ☐ Other (Specify below)

PROPOSED METHOD OF DISPOSAL

- ☐ Scrapped / Recycled
- ☐ Sold as Surplus
- ☐ Donated
- ☐ Returned to Vendor

AUTHORIZATION SIGNATURES

Prepared By:

Name & Title:

Date:

Reviewed By:

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Date:

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Date: