

Asset Disposal Form



Notes detailing form completion can be found over

DETAILS

DISPOSAL FORM SERIAL:	<input type="text" value="DISP/"/>	DATE:	<input type="text"/>
DEPARTMENT (ASSET OWNER):	<input type="text"/>		
CONTACT PERSON FOR ENQUIRIES (PRINT NAME):	<input type="text"/>		
TELEPHONE:	<input type="text"/>	EMAIL ADDRESS:	<input type="text"/>

DESCRIPTION OF ASSET

ASSET REGISTER NO.:	<input type="text"/>	UNIQUE SERIAL NO.:	<input type="text"/>
MANUFACTURER:	<input type="text"/>		
DESCRIPTION:	<input type="text"/>		

DATA TYPE

TYPE OF DATA:	<input type="text"/>
DESCRIPTION:	<input type="text"/>

DISPOSAL DETAILS

DISPOSAL TYPE:	<input type="text"/>
REASON FOR DISPOSAL:	<input type="text"/>
DISPOSAL DETAILS:	<input type="text"/>

DESTROYED BY:	<input type="text"/>	SIGNATURE:	<input type="text"/>	DATE:	<input type="text"/>
AUTHORISED BY:	<input type="text"/>	SIGNATURE:	<input type="text"/>	DATE:	<input type="text"/>
REGISTER UPDATE BY:	<input type="text"/>	SIGNATURE:	<input type="text"/>	DATE:	<input type="text"/>

NOTES ON COMPLETION

Details

This section contains details of the asset owner. **All fields to be completed.**

Description of Asset

These details should be retrieved from the asset register.

Data Type

Details of the type of data held on the asset (before wiping if appropriate).

Personal / Logs / OS / Financial etc

Disposal Details

How the asset was disposed of. Sale / Partx / Loss / Parts / Physical / Wiping / Degaussing / etc

Why was the asset disposed of? Was it lost / Unserviceable / No longer required

Name and contact details of 3rd party contractor / Disposed of by staff / Reallocated to other area
How did the contractor receive the asset?

To comply with the requirements of the Waste Contract and Implementation of WEEE (Waste Electrical and Electronic Equipment) and Hazardous Waste Regulations, please ensure that all relevant waste electrical and electronic equipment is separated from other wastes and is disposed of following Health & Safety recommendations.