## Asset Disposal & Depreciation Adjustment Form

Asset ID / Number	
Asset Name/Description	
Department	
Location	
Location	
Date of Disposal	
·	
Disposal Method	
Original Cost	▼
Original Cost	
Accumulated Depreciation	
Book Value at Disposal	
Proceeds from Disposal	
Gain/Loss on Disposal	
Descriptor Disposal	
Reason for Disposal	
Prepared By	
Trepared By	
Date Prepared	
Approved By	
Date Approved	