Vehicle Fleet Asset Write-Down Request Form

Date
Requested By
Department
Vehicle Information
Vehicle ID/Asset Number
Make
Model
Ver.
Year
VIN
Current Book Value
Justification for Write-Down
Reason / Description
Details (Damage, High Mileage, Obsolescence, etc.)
Proposed Write-Down Value
Supporting Documents Reference
Supporting Documents Neterence
A
Approval
Approver Nema
Approver Name
Approval Date
Signature