

IT Asset Retirement Authorization Form

Submitted By

Department

Date

Contact Information

Asset Details

Asset Tag	Asset Type	Brand/Model	Serial Number	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason for Retirement

Data Security Steps Taken

Requested By

Signature

Date

Approved By

Signature

Date