



# Asset Disposal / Write-off

Version 2  
Issued 29/03/2019

## PART A: ASSET REQUEST

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Area: ☐ Admin

☐ Environmental

☐ Civil

☐ RDA

☐ Workshop

☐ Other \_\_\_\_\_

## PART B: ASSET PARTICULARS

Asset Number :	
Description:	

## PART C: DISPOSAL / WRITE-OFF AUTHORITY

Reason for Disposal / Write-off: \_\_\_\_\_

Proposed Sale amount: \_\_\_\_\_

## PART D: SIGN OFF

\_\_\_\_\_  
CFO

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
CEO

\_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Copy in Asset File

☐ Update Insurance Workbook

☐ Update Depreciation Register

☐ Update Service Sheet

☐ Update FleetMex Asset Tree and Department

☐ Update Reckon Item Listing

☐ Notification Email Send

☐ Update Fuel Sheet