tequipy

IT Asset Disposal Form

Square brackets mark spaces to fill in. A box marks a checkbox. Complete Section 4 before Section 5.

Form reference	[____]
Date opened	[yyyy-mm-dd]
Company	[____]

Section 1: Asset Details

Asset ID or tag	[____]
Device type	☐ Laptop ☐ Desktop ☐ Phone ☐ Tablet ☐ Monitor ☐ Other [____]
Make and model	[____]
Serial number	[____]
Purchase date	[yyyy-mm-dd]
Last assigned to (name and employee ID)	[____]
Country where the device is now	[____]
Location type	☐ Office ☐ Employee's home ☐ Warehouse ☐ Repair centre ☐ Unknown (lost or stolen)
Condition	☐ Working ☐ Damaged ☐ Not working ☐ Parts missing
Accessories included	[____]

Section 2: Reason for Disposal

Reason	☐ End of refresh cycle ☐ Damaged beyond economic repair ☐ Lost or stolen ☐ No future hire in this country ☐ Surplus ☐ Other [____]
Redeployment considered	☐ Yes, not possible because [____]
Legal hold check	☐ No legal hold or investigation applies to this device. Checked by [____]

Section 3: Disposal Method

Disposal method	☐ Sell (buyback or resale) ☐ Donate ☐ Recycle ☐ Destroy ☐ Write off (lost or stolen)
Recipient (buyer, charity, recycler or destruction provider)	[____]
Recipient's certificate reference (recycling or destruction), if issued	[____]
Planned handover date	[yyyy-mm-dd]

Section 4: Device Management Release (IT fields, done before the wipe)

Lost or stolen: skip the release. Remote lock or wipe sent from the MDM	☐ Sent Tool [____] On [yyyy-mm-dd]
Activation Lock turned off (Apple devices), done before the release	☐ Done
Released from Apple Business, formerly Apple Business Manager (Apple)	☐ Done Date [yyyy-mm-dd]
Deleted from Intune, then deregistered from Windows Autopilot (Windows)	☐ Done Date [yyyy-mm-dd]
Not enrolled in either	☐ Not enrolled
Device record removed from the MDM	☐ Done Tool [____]

Do not release a device that is going to Apple for repair.

Section 5: Data Sanitization (IT fields, follows NIST SP 800-88 Rev. 2, Sec. 4.6)

Storage type	☐ SSD ☐ HDD ☐ Removable media ☐ None
Sanitization method	☐ Clear ☐ Purge ☐ Destroy ☐ Not possible (device lost)
Technique, for example cryptographic erase, overwrite or shred	[____]
Tool and version	[____]
Verification method	[____]
Performed by (name, role)	[____] Date [yyyy-mm-dd] Location [____]
Verified by (name, role, contact)	[____] Signature [____]
Certificate of sanitization or destruction reference	[____]

Section 6: Chain of Custody (IT fields)

Handover no.	From (name, role)	To (name, organisation)	Date	Place	Courier tracking no.	Signature
1						
2						
3						
4						

One row each time the device changes hands: employee to courier, courier to receiving centre, receiving centre to recipient.

Section 7: Financials

Original cost	[____] Currency [____]
Accumulated depreciation to the disposal date	[____]
Net book value (cost minus accumulated depreciation)	[____]
Disposal proceeds	[____]
Costs of disposal (fees, transport)	[____]
Net proceeds (proceeds minus costs of disposal)	[____]
Gain or loss (proceeds minus costs of disposal minus net book value)	[____]
Removed from the fixed asset register on	[yyyy-mm-dd] by [____]

Section 8: Approvals

Approval	Name	Role	Date	Signature
Requested by				
IT or security approval				
Finance approval				

Section 9: Attachments

☐ Certificate of sanitization or destruction	☐ Chain of custody record or courier proof of delivery
☐ Sale invoice, buyback quote or donation receipt	☐ Recycler's certificate, if issued
☐ Police or loss report (lost or stolen only)	☐ Photo of the device's condition

Notes	[____]