tequipy

# IT Asset Disposal Form

**Example data, fictional.** A filled copy of the blank form, for reference.

| | |
|---|---|
| Form reference | **DSP-2026-014** |
| Date opened | **2026-09-14** |
| Company | **Example Company Inc.** |

## Section 1: Asset Details

| | |
|---|---|
| Asset ID or tag | **EX-LT-0412** |
| Device type | ☒ Laptop ☐ Desktop ☐ Phone ☐ Tablet ☐ Monitor ☐ Other |
| Make and model | **Apple MacBook Pro 14-inch** |
| Serial number | **EXAMPLE0412CA** |
| Purchase date | **2024-04-02** |
| Last assigned to (name and employee ID) | **Jordan Lee, EMP-1187** |
| Country where the device is now | **Canada** |
| Location type | ☐ Office ☒ Employee's home ☐ Warehouse ☐ Repair centre ☐ Unknown (lost or stolen) |
| Condition | ☒ Working ☐ Damaged ☐ Not working ☐ Parts missing |
| Accessories included | **USB-C charger and cable** |

## 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 **no hire planned in Canada** |
| Legal hold check | ☒ No legal hold or investigation applies to this device. Checked by **Priya Nair, Legal, 2026-09-14** |

## 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) | **Example Buyback Ltd., Toronto** |
| Recipient's certificate reference (recycling or destruction), if issued | **Not issued (sale)** |
| Planned handover date | **2026-10-02** |

## 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 **Not needed (device returned)** On **Not needed** |
| Activation Lock turned off (Apple devices), done before the release | ☒ Done |
| Released from Apple Business, formerly Apple Business Manager (Apple) | ☒ Done Date **2026-09-22** |
| Deleted from Intune, then deregistered from Windows Autopilot (Windows) | ☐ Done Date **Not needed (Apple device)** |
| Not enrolled in either | ☐ Not enrolled |
| Device record removed from the MDM | ☒ Done Tool **Example MDM, 2026-09-22** |

*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 | **Cryptographic erase** |
| Tool and version | **Erase All Content and Settings, macOS 15.6** |
| Verification method | **Device restarted to the setup screen; erase log checked** |
| Performed by (name, role) | **Sam Ortiz, IT technician** Date **2026-09-24** Location **Receiving centre, Toronto** |
| Verified by (name, role, contact) | **Alex Chen, IT lead, alex.chen@example.com** Signature **A. Chen** |
| Certificate of sanitization or destruction reference | **COS-2026-0931** |

## Section 6: Chain of Custody (IT fields)

| Handover no. | From (name, role) | To (name, organisation) | Date | Place | Courier tracking no. | Signature |
|---|---|---|---|---|---|---|
| 1 | **Jordan Lee, departing employee** | **Example Courier Ltd.** | **2026-09-18** | **Employee's home, Ottawa** | **EXTRK-4481902** | **J. Lee** |
| 2 | **Example Courier Ltd.** | **Example Storage Ltd., receiving centre** | **2026-09-19** | **Toronto** | **EXTRK-4481902** | **R. Patel** |
| 3 | **Example Storage Ltd., receiving centre** | **Example Buyback Ltd.** | **2026-10-02** | **Toronto** | **EXBUY-2026-0117** | **R. Patel** |
| 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 | **2,160** Currency **CAD** |
| Accumulated depreciation to the disposal date | **1,800 (example policy: straight-line over 36 months, no residual value, 60 a month for 30 months)** |
| Net book value (cost minus accumulated depreciation) | **360** |
| Disposal proceeds | **540** |
| Costs of disposal (fees, transport) | **40 (courier)** |
| Net proceeds (proceeds minus costs of disposal) | **500** |
| Gain or loss (proceeds minus costs of disposal minus net book value) | **Gain of 140** |
| Removed from the fixed asset register on | **2026-10-02** by **Maria Gomez, Finance** |

## Section 8: Approvals

| Approval | Name | Role | Date | Signature |
|---|---|---|---|---|
| Requested by | **Alex Chen** | **IT lead** | **2026-09-25** | **A. Chen** |
| IT or security approval | **Dana Brooks** | **Head of Security** | **2026-09-25** | **D. Brooks** |
| Finance approval | **Maria Gomez** | **Financial controller** | **2026-09-25** | **M. Gomez** |

## 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 | **Sold in one batch with two other laptops returned in Canada.** |