IT asset disposal form

Request, approve and close the disposal of one device.

Fill in one form for each device, or for a small batch listed on an attached sheet. Nothing leaves the building until section 5 is signed. Keep the completed form with the certificate for the same serial.

1. Request

Form reference
Requested by
Department
Date (YYYY-MM-DD)

2. Device

Device type
Make and model
Serial number
Asset tag
IMEI (phones and tablets)
Current or last user
Location now

3. Data on the device

- ☐ The device can store data (laptop, desktop, phone, tablet, printer, network or server)
- ☐ Data still needed has been backed up, and the backup checked
- ☐ Removed from device management and the directory
- ☐ Activation Lock, Find My or Factory Reset Protection turned off
- ☐ SIM and memory cards removed

Highest sensitivity of data held

4. Reason and route

- [ ] Replaced in a refresh
- [ ] Faulty and not worth repair
- [ ] No longer needed
- [ ] Lost or stolen (report as a security incident, do not continue)

Route (reuse, resale, recycle)

Disposal provider

Sanitisation method required

5. Approval

Approved by

Role

Signature

Date (YYYY-MM-DD)

6. Completion

Collection date (YYYY-MM-DD)

Waste transfer note reference

Certificate reference

- [ ] Certificate lists this serial number
- [ ] Asset register updated

Closed by and date