



REQUEST FOR MACHINERY, TOOLS & EQUIPMENT ASSET DISPOSAL FORM

- ☐ External Transfer ☐ External Sale ☐ Donation
☐ Scrap ☐ Other :

Reference No.: SLG/WH/FRM/01/XX

DETAILS

No.	Description	Model	Serial No.	Date Purchase	Quantity
* Refer attachment for more item.					Total Quantity

Reason For Request: *(Please attached with supporting document e.g photo, related document)*

Requested by

Signature : Date :

Name : Department :

Checked by *(Manager)*

Signature : Date :

Name : Department :

Approved by *(HOD)*

Signature : Date :

Name : Department :

*** Disposition of asset shall include the disposal evidence e.g photo before and after disposal, related document**



REQUEST FOR MACHINERY, TOOLS & EQUIPMENT ASSET DISPOSAL FORM

Account Only

Received by

Signature :

Name :

Date :

Document Received:

- ☐ Request Form
- ☐ Photo
- ☐ Document
- ☐ Others:.....
- ☐ Others:.....
- ☐ Others:.....