

## Fixed Asset Retirement Record

Asset Name:	<input type="text"/>
Asset ID/Tag Number:	<input type="text"/>
Department:	<input type="text"/>
Date of Purchase:	<input type="text"/>
Date of Retirement:	<input type="text"/>
Original Cost:	<input type="text"/>
Reason for Retirement:	<input type="text"/>
Disposal Method:	<input type="text"/>
Approved By:	<input type="text"/>
Date Approved:	<input type="text"/>
Additional Comments:	<input type="text"/>