

Asset Write-off Certificate

Certificate No.: _____ Date: _____

Asset Details

Asset Name:

Asset ID/Tag No.:

Description:

Acquisition Date:

Original Cost:

Net Book Value:

Location:

Write-off Justification

Disposal Method

Authorization

This is to certify that the above-mentioned asset has been reviewed and approved for write-off from the company's fixed asset register as per policy and procedures.

Prepared by

Reviewed by

Approved by

Date: _____

Date: _____

Date: _____

Important Notes

- This certificate must be retained for audit purposes.
- Supporting documents should be attached with the write-off form.
- Ensure all authorizations are obtained before asset removal from registers.
- Improper disposal may result in policy violations or financial discrepancies.

