

# Fixed Asset Disposal Certificate

Date of Issue: \_\_\_\_\_

## Asset Information

Asset Name	_____
Asset ID / Tag No.	_____
Description	_____
Location	_____
Date of Acquisition	_____
Original Cost	_____
Net Book Value	_____

## Disposal Details

Disposal Method	<input type="checkbox"/> Sale <input type="checkbox"/> Donation <input type="checkbox"/> Scrapped <input type="checkbox"/> Other: _____
Date of Disposal	_____
Proceeds (if any)	_____
Reason for Disposal	_____

## Declaration

We hereby certify that the above-mentioned asset has been properly disposed of in accordance with organizational policies and procedures.

Prepared By

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved By

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## Important Notes:

- Ensure all details are accurately filled before submitting for approval.
- Attach relevant supporting documents (e.g., receipts, photographs, approval memos).
- This certificate must be retained as part of the asset management records.
- All disposals must comply with company policies and statutory requirements.
- Unauthorized disposal of assets is subject to disciplinary action.