

Equipment Disposal Clearance Certificate

Certificate No.: EDC-2024-00123

Date of Issue: 2024-06-14

A. Requestor Details

Name	Jane Doe	Department	Information Technology
Employee ID	EMP-0456	Contact	jane.doe@company.com

B. Equipment Information

Item Description	Laptop Computer	Asset/Serial No.	LT-2021-0078
Model	Lenovo ThinkPad X1	Date Acquired	2021-07-15
Reason for Disposal	Obsolete / No longer in working condition		

C. Approvals & Clearances

IT Inspection	Checked (2024-06-10) - John Smith
Asset Management	Cleared (2024-06-12) - Sarah Lee
Disposal Method	Electronic Waste Recycling

D. Certification

This is to certify that the above described equipment has been inspected, found unfit for use, and is hereby cleared for disposal per company and regulatory policies.

Requestor
Date:

Asset/IT Officer
Date:

Authorized Approver
Date:

Important Notes:

- This certificate must be retained as official record of equipment disposal.
- Approval from all designated departments is required before disposal.
- All data storage devices must be sanitized prior to disposal.
- Disposal must comply with environmental and organizational policies.
- Unauthorized disposal may result in disciplinary action.