

# 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	âœ” Checked (2024-06-10) - John Smith
Asset Management	âœ” 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.