

Asset Disposal Certification for Retirement

1. Asset Information

Asset Description

e.g., Desktop Computer, Model X123

Asset Tag / Serial Number

Location

e.g., Office Room 307

Date Acquired

Date of Disposal

2. Disposal Details

Method of Disposal	e.g., Retirement, Donation, Scrapping
Reason for Disposal	e.g., End of useful life, obsolete, non-functional
Estimated Value at Disposal	e.g., \$0.00

Remarks (if any)

3. Certification

I hereby certify that the asset(s) described above have been properly and permanently disposed of in accordance with organizational policies and procedures. All asset records have been updated to reflect this disposal.

Prepared By

Name & Title

Approved By

Name & Title

Important Notes

- This form must be completed and approved before finalizing any asset disposal for retirement.
- Ensure all details, including asset tag and method of disposal, are accurately recorded.
- Keep a copy of this certificate as part of the official asset management records.
- Follow all organization and regulatory guidelines for proper asset disposal.