

# Asset Write-off Certificate for Obsolete Materials

Certificate No: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Location: \_\_\_\_\_

## Details of Obsolete Materials

S. No.	Asset Description	Asset Code/ID	Quantity	Date of Purchase	Original Cost	Reason for Write-off
1	Example: Computer Monitor	AS12345	5	01-Jan-2017	\$500.00	Obsolete/Irrepairable

## Certification

This is to certify that the materials listed above have become obsolete, are no longer serviceable, and have been duly approved for write-off in accordance with company policies and procedures.

\_\_\_\_\_  
Prepared By  
Date: \_\_\_\_\_

\_\_\_\_\_  
Verified By  
Date: \_\_\_\_\_

\_\_\_\_\_  
Approved By  
Date: \_\_\_\_\_

## Important Notes

- Ensure proper authorization before writing off any assets.
- All relevant evidence and documents should be attached to support the write-off request.
- Retain a copy of this certificate for audit and compliance purposes.
- Obsolete materials should be disposed of following the organization's asset disposal policy.
- Keep full records of all written-off assets for at least the statutory retention period.