

ACME TECHNOLOGIES LTD.

Obsolete Equipment Disposal Certificate

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Date of Issue: 2024-06-14

Department: Information Technology

Prepared By: John Doe

Location: Head Office

Details of Obsolete Equipment

No.	Item Description	Asset Tag	Serial Number	Condition	Disposal Method
1	Dell OptiPlex 5040 Desktop	IT-1023	SN-ABCD12345	Non-functional	Recycle
2	HP LaserJet M404dn Printer	PRT-2015	SN-HPLJM404DN09	Obsolete	Scrap
3	Lenovo ThinkPad T450s	LAP-0007	SN-T450SCFR789	Broken Screen	Recycle

Confirmation

This is to certify that the above-listed equipment has been inspected and confirmed as obsolete, non-repairable, or beyond economical repair. The disposal has been carried out in accordance with company policy and relevant environmental and regulatory guidelines.

Prepared & Verified By:

Date: _____

Authorized By:

Date: _____

Important Notes

- Ensure all company data and confidential information are securely wiped from devices before disposal.
- Retain a signed copy of this certificate for auditing and compliance purposes.
- Disposal must comply with local electronic waste regulations and company policy.
- Approval from authorized personnel is required before physical removal or destruction.
- Update the company asset register to reflect disposed equipment status.