

## Government Asset Obsolete Items Disposal Certificate

Department: \_\_\_\_\_  
Asset Location: \_\_\_\_\_  
Date of Disposal: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Reference No.: \_\_\_\_\_

### Description of Items Disposed:

No.	Item Description	Asset Code/No.	Quantity	Reason for Disposal	Disposal Method
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____

### Remarks:

Prepared by:

\_\_\_\_\_  
Name & Designation

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Verified by:

\_\_\_\_\_  
Name & Designation

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Approved by:

\_\_\_\_\_  
Name & Designation

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

### Important Notes:

- This certificate must be retained for official audit and record keeping.
- All items listed must be verified as obsolete or unserviceable before disposal.
- Disposal should follow government procedures and approval protocols.
- Any asset disposal must be properly documented, with this certificate duly signed.
- Alteration or falsification of records is prohibited and subject to penalties.