

IT Equipment Obsolete Asset Disposal Certificate

Certificate No.:

Date of Issue:

Department:

Description of Equipment:

Item No.	Asset Description	Make/Model	Serial Number	Asset/Tag No.	Year of Purchase	Reason for Disposal
1	Desktop Computer	Dell Optiplex 3020	SN123456	ASSET-101	2017	Obsolete
2	Laptop	HP ProBook 440 G3	SN654321	ASSET-102	2016	Not Repairable

Disposal Method:

☐ Recycled ☐ Donated ☐ Scrapped ☐ Others: _____

Remarks:

Prepared By:

Name & Signature

Date: _____

Approved By:

Name & Signature

Date: _____

Important Notes:

- This certificate must be properly filled and approved before disposal of IT assets.
- Ensure all data has been erased in compliance with organization's data security policy.
- Maintain records of all disposed assets for audit and regulatory purposes.
- Disposal method should be environmentally responsible and follow relevant laws.
- Any discrepancies or missing items should be reported immediately.