

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.