

OBSOLETE ASSET DISPOSAL CERTIFICATE

Date: _____
Document No.: _____

Department Details

Department Name: _____
Location/Branch: _____
Responsible Person: _____

Obsolete Inventory Assets

No.	Asset Description	Asset Code / Tag	Quantity	Date Acquired	Reason for Disposal	Recommended Disposal Method
1	Desktop Computer	AC12345	5	2017-08-12	Obsolete / Non-functional	Recycling
2	Office Chair	CH67890	10	2015-04-23	Broken	Disposal

Certification

I hereby certify that the above-listed assets have been inspected and found to be obsolete, non-functional or beyond economical repair, and are recommended for disposal as per company policy.

Prepared by: _____
Name & Signature
Date: _____
Reviewed by: _____
Name & Signature
Date: _____
Approved by: _____
Name & Signature
Date: _____

Important Notes:

- This certificate must be fully completed and approved before any asset disposal.
- Ensure all asset details and disposal reasons are clear and accurate.
- Retain a signed copy of this certificate for audit and record purposes.
- Disposal should comply with company policy and environmental regulations.
- Unauthorized disposal may result in disciplinary actions.