

Official Obsolete Item Removal and Disposal Certificate

Certificate No: _____ Date: _____

Department/Organization: _____
Address: _____

Details of Obsolete Items:

Item Name/Description	Asset Tag/Serial No.	Quantity	Reason for Disposal	Method of Disposal
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Certified by (Name & Designation): _____
Date of Certification: _____

Prepared By:

Name & Signature
Date: _____
Verified By:

Name & Signature
Date: _____
Approved By:

Name & Signature
Date: _____

Important Notes:

- This certificate must be properly filled and signed by authorized personnel.
- Attach supporting documents (e.g., inventory lists, photos, approval copies) where required.
- The disposal method must comply with relevant legal and environmental regulations.
- Retain a copy of this certificate for audit and compliance purposes.
- Misuse or falsification of this document is subject to disciplinary action and/or legal penalties.