

Simplified Obsolete Asset Disposal Certificate

Date of Disposal: _____
Certificate No.: _____

Department: _____
Location: _____

Details of Obsolete Asset(s)

#	Asset Description	Asset Tag/Serial No.	Quantity	Reason for Disposal
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Disposal Method: _____
Disposal Approved By: _____

.....
Prepared By (Name & Signature)

.....
Approved By (Name & Signature)

Important Notes:

- This certificate must accompany all obsoleted asset disposals for record and compliance purposes.
- Ensure details are accurate and disposal is approved by authorized personnel.
- Retain copies of this certificate for inspection/audit as per organizational policy.
- Refer to internal asset disposal guidelines for further procedures.