

# 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.