

# Standard Asset Disposal Certificate

For Obsolete Items

Certificate No: \_\_\_\_\_  
Date: \_\_\_\_\_  
Department: \_\_\_\_\_

Details of Obsolete Assets

Asset Description	Asset Code/ID	Quantity	Acquisition Date	Original Value	Current Condition	Disposal Method	Remarks
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Disposal Justification

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by:

\_\_\_\_\_

Name & Signature  
Checked & Verified by:

\_\_\_\_\_

Name & Signature  
Approved by:

\_\_\_\_\_

Name & Signature

Important Notes:

- This certificate must be completed and authorized before any asset disposal takes place.
- All obsolete items should be physically verified before disposal.
- Records of disposed assets should be maintained for future reference and audit purposes.
- Disposal must comply with organizational policies and statutory regulations.
- Proper justification must be provided for the disposal of each asset.