

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.