

Asset Write-Off Declaration Statement

Date:

Document

No:

Department:

Cost Center:

ASSET DETAILS

Asset Number / ID	Description	Acquisition Date	Net Book Value

REASON FOR WRITE-OFF

- ☐ Lost / Stolen
- ☐ Damaged Beyond Repair
- ☐ Obsolete / Unusable
- ☐ Scrapped / Disposed
- ☐ Other

DECLARATION

I hereby declare that the asset(s) listed above have been evaluated and are recommended for write-off in accordance with company policy. I certify that the information provided regarding the status and condition of these assets is true and accurate to the best of my knowledge, and that proper disposal procedures will be or have been followed.

Authorized Submitter (Signature)

Name:

Title:

Date

Approved By (Signature)

Name:

Title:

Date