



DISPOSAL OF OFFICE FURNITURE

The basis of sale is as is where is basis

Name of the Buyer:

Item to be Disposed:

Date of purchase: **Price Offered**.....

Net Book Value *(to be filled by accounts)*

Reserved Price: Ksh.....

Approval (For Official use)

Senior Accounts Officer: Sign..... **Date**.....

Comments:

Procurement Officer: Sign..... **Date**.....

Receipt No:

Head of Finance: Sign..... **Date**.....

Confirmation of Removal from Assets Register

Yes

☐

No

☐

Name: **Sign** **Date**.....