



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)*

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**.....