



DISPOSAL SALE OF OFFICE FURNITURE

The basis is as is where 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 Assistant: Sign..... Date.....

Receipt No:

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

Confirmation of Removal from Assets Register YES ☐ NO ☐

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