



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 Value: 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**.....