

DISPOSAL OF OFFICE FURNITURE

The basis of sale is as is where is basis

	Name of the Buyer:
Net Book Value (to be filled by accounts) Reserved Price: Ksh	Item to be Disposed:
Reserved Price: Ksh	Date of purchase:Price Offered
Approval (For Official use) Senior Accounts Officer: Sign	Net Book Value (to be filled by accounts)
Senior Accounts Officer: Sign	Reserved Price: Ksh
Comments:	Approval (For Official use)
Procurement Officer: Sign	Senior Accounts Officer: Sign Date
Receipt No: Head of Finance: Sign	Comments:
Head of Finance: Sign	Procurement Officer: Sign Date Date
Confirmation of Removal from Assets Register Yes No	Receipt No:
	Head of Finance: Sign Date
Name: Date	Confirmation of Removal from Assets Register Yes No
	Name: Date