



## 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.....