



## 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.....