**WASTE MATERIALS REPORT**

**(WMR)**

*INSTRUCTIONS*

1. The WMR shall be used by the Supply and/or Property Custodian to report all waste materials in his/her custody so that they may be properly disposed of and derecognized from the books.
2. It shall be accomplished as follows:
3. **LGU** – name of the local government unit
4. **Fund** – the fund name
5. **Place of Storage** – exact location of the item/s for disposal
6. **Date** – date of the preparation of the report
7. **Item** – entry number in the report
8. **Quantity** – number of item/s being reported as waste material/s
9. **Unit** – unit of measurement of item/s being reported as waste material/s(i.e., piece, roll, box, ream, etc.)
10. **Description** – name and description of item/s being reported as waste materials
11. **Record of Sales*-*Official Receipt-No. –** official receipt number covering the sale of waste materials
12. **Record of Sales*-*Official Receipt-Date –** date of the official receipt covering the sale of waste materials
13. **Record of Sales*-*Official Receipt-Amount –** amount received for waste materials sold based on the OR
14. **Total** – total amount of sales
15. **Certified Correct** – printed name and signature of the Supply and/or Property Custodian
16. **Disposal Approved** – printed name and signature of the Head of the Agency/Entity or his/her authorized representative

**CERTIFICATE OF INSPECTION**

1. Indicate the corresponding item number of the waste material in the line opposite the mode of disposal made whether destroyed, sold at private sale, sold at public auction, and/or transferred without cost.
2. **Inspection Officer *–*** printed name and signature of the Inspection Officer concerned
3. **Witness to disposal *–***printed name and signature of the person authorized to witness the disposal of the waste material/s
4. This report shall be prepared in three (3) copies distributed as follows:

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| *Original* | – | Chief Accountant/Head of Accounting Division/Unit |
| *Copy 2* | – | Supply and/or Property Custodian's file |
| *Copy 3* | – | COA Auditor |