

## WASTE MATERIALS REPORT

Entity Name : _____				Fund Cluster : _____		
Place of Storage : _____				Date : _____		
<b>ITEMS FOR DISPOSAL</b>						
Item	Quantity	Unit	Description	Record of Sales		
				Official Receipt		
				No.	Date	Amount
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
			<b>TOTAL</b>			
Certified Correct : _____				Disposal Approved : _____		
_____ Signature over Printed Name of Supply and/or Property Custodian				_____ Signature over Printed Name of Head of Agency/Entity or his/her Authorized Representative		
<b>CERTIFICATE OF INSPECTION</b>						
I hereby certify that the property enumerated above was disposed of as follows: <div style="margin-left: 100px;">           Item _____ Destroyed            Item _____ Sold at private sale            Item _____ Sold at public auction            Item _____ Transferred without cost to <u>      (Name of the Agency/Entity)      </u> </div>						
Certified Correct: _____ <div style="text-align: center;">           _____            Signature over Printed Name of            Inspection Officer         </div>				Witness to Disposal: _____ <div style="text-align: center;">           _____            Signature over Printed Name of            Witness         </div>		