INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE PROPERTY

As at _____

Entity Name: _____ **Fund Cluster :** _____

_____ _____ _____

(Name of Accountable Officer) *(Designation)* *(Station)*

INVENTORY										INSPECTION and DISPOSAL							
										DISPOSAL						RECORD OF SALES	
Date Acquired	Particulars/ Articles	Property No.	Qty	Unit Cost	Total Cost	Accumulated Depreciation	Accumulated Impairment Losses	Carrying Amount	Remarks	Sale	Transfer	Destruction	Others (Specify)	Total	Appraised Value	OR No.	Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

I HEREBY request inspection and disposition, pursuant to Section 79 of PD 1445, of the property enumerated above.

Requested by:

_____
(Signature over Printed Name of Accountable Officer)

_____
(Designation of Accountable Officer)

Approved by:

_____
(Signature over Printed Name of Authorized Official)

_____
(Designation of Authorized Official)

I CERTIFY that I have inspected each and every article enumerated in this report, and that the disposition made thereof was, in my judgment, the best for the public interest.

_____
(Signature over Printed Name of Inspection Officer)

I CERTIFY that I have witnessed the disposition of the articles enumerated on this report this ____day of _____, _____.

_____
(Signature over Printed Name of Witness)