

Control no:

REPORT OF WASTE MATERIALS

Office/Agency:	Place of Storage	Date
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ITEM	Qty.	UNIT	NAME OF DESCRIPTION	SOURCE OF FUND	FUND CODE	RECORD OF SALES	
						O.R. No.	AMOUNT

Property Officer: (Name & Signature)	TOTAL
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FIRST INDORSEMENT

_____ Date

Respectfully forwarded to _____

_____ for appropriate action.

Agency Head / Authorized Representative:	Position:
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CERTIFICATE OF INSPECTOR

I hereby certify that this property was disposed as follows:

- Item _____ Destroyed
- Item _____ Sold at private sale
- Item _____ Sold at public auction
- Item _____ Transferred without cost to _____
- Item _____ Continued in service

Property Inspector: (Name & Signature)	Witness to disposition:
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SECOND INDORSEMENT

_____ Date

Respectfully returned to the _____

Agency Head

hereby approving the action of the property inspector as contained in the foregoing certificate.

Auditor: (Name & Signature)	Designation:
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