**KENYA FORESTRY RESEARCH INSTITUTE**

**REPORT OF THE BOARD OF SURVEY ON STORES (UNSERVICEABLE AND SURPLUS TO REQUIREMENTS)**

Ministry of…………………………………..Department……………………………………………………………………………Station…………………………………………………………….

***N.B.-Column Nos. 1 to 6 to be completed by the department prior to the assembly of the board***

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| **1**  **ITEM NO.** | **2**  **ARTICLE** | **3**  **QUANTITY** | **4**  **DATE OF PURCHASE** | **5**  **ORIGINAL VALUE** | **6**  **State whether Unserviceable or Surplus** | **7**  **BOARD’S**  **REPORT ON CONDITION** | **8**  **RECOMMENDATION OF BOARD FOR DISPOSAL** | **9**  **ESTIMATED LOCAL VALUE IF SALE IS RECOMMENDED** | **10**  **REMARKS** |
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| ........................................Signature and official  ……………………………………….Designation of Officer –in –Charge of Stores  Date…………………………………..Station | ……………….Chairman  ……………….Member  ………………Member  ……………….Member  ……………………….Station  Date……………………….Station | **DECISION OF :-** | |
| ACCOUNTING OFFICER  …………………………………………  Accounting Officer  Date………………………………… | TREASURY  ………………………………………………….  For minister for finance  Date……………………………… |