**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 StoresDate…………………………………..Station  | ……………….Chairman……………….Member………………Member……………….Member……………………….StationDate……………………….Station | **DECISION OF :-** |
| ACCOUNTING OFFICER…………………………………………Accounting OfficerDate………………………………… | TREASURY………………………………………………….For minister for financeDate……………………………… |