KEFRI/FIN/F/16



**KENYA FORESTRY RESEARCH INSTITUTE**

**ANNUAL STOCK TAKING FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ledger card no. | Item Description | Unit of issue | Ledger Balance | Physical Bal. | Unit Price | Value | Deficiency | Deficiency Value | Surplus | Value of Surplus | Remarks |
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Total Value of Stock Kshs………………………..

Total Value of Deficiency Kshs…………………..

Total value of Surplus Khs………………………..

Stock Taken By:

1………………………………………………..Sign………………..

2………………………………………………..Sign………………….

3………………………………………………..Sign…………………

4……………………………………………….Sign…………………..