**Kenya Forestry Research Institute**

**GATE PASS**

**INSTRUCTIONS**

1. *Full details of the goods must be given*
2. *If the goods are to be removed by hand* the words “*BY HAND” must be written in place of the vehicle number*
3. *This form must not be used for ‘sales’ from Nurseries/Seed Centre. A special form exists for this purpose.*

|  |  |  |
| --- | --- | --- |
| Section | Division | Date |
| Name | Indentor | Vehicle No. |

The person named above is authorized to remove goods listed below from the central warehouse/satellite store.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reference No.** | **No of Line Items** | **Group** | **Description** | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| Authorizing Officer | |
| Time Out | Date |
| Security Officer | |