

WASTE MATERIALS REPORT

Agency

Place of Storage

Date

ITEMS FOR DISPOSAL

ITEM	QTY.	UNIT	DESCRIPTION	RECORD OF SALES	
				O.R. No.	Amount
1					
2					
3					
4					
5					
6					
			TOTAL		

Certified Correct:

Disposal Approved:

Property Officer

CERTIFICATE OF INSPECTION

I hereby certify that the property enumerated above was disposed of as follows:

- Item** _____ **Destroyed**
- Item** _____ **Sold at private sale**
- Item** _____ **Sold at public auction**
- Item** _____ **Transferred without cost to _____**

Property Inspector: (Name & Signature)

Witness to disposition: