

# 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: