# INVENTORY OF FURNTUIRE AND EQUIPMENT CHECK FORM

Establishment						
Checked by			Date			
ITEI	MS SELECTED AT LOCAT		CK TO INVE	NTORY RECORDS		
Location	Item [	Details		Appropriate entry traced to Inventory ( )		
	Description	Make/Model	Serial No.			
ITE	MS SELECTED FROM INV	ENTORY REC	ORDS FOR	PHYSICAL CHECK		
Location	Item Details			Existence Authority for Of Item OR Absence Verified ( ) Confirmed ( )		
	Description	Make/Model	Serial No.	, , , , , , , , , , , , , , , , , , , ,		

#### **INVENTORY DELETION FORM**

Name	Name of Establishment		
(a)	Inventory Entry		
	Item:		
	Make:		
	Model:		
	Serial No:		
	Usual Location:		
	Inventory Page No:		
(b)	Marking of Inventory E	Entry pending disposal	
	Reason for disposal (co	de*):	
	Authorised by	Signature:(Head of Establishment)	
		Date:	
(c)	Disposal Item		
	Action taken:		
	Date removed from esta	ablishment:	

#### \* Codes

- S = Surplus to requirements.
- O = Obsolete.
- X = Beyond economic repair and/or in a dangerous condition.

### **INVENTORY REMOVAL FORM**

Name	of Establishment				
(a)	Inventory Entry				
	Item:				
	Make:				
	Model:				
	Serial No:				
	Usual Location:				
	Inventory Page No:				
(b)	Marking of Inventory Entry pending return				
	Removal by:				
	Reason for removal (ter	mporary) :			
	Authorised by	Signature:(Head of Establishment)			
		Date:			
(c)	Return of Item				
	Returned by:				
	Authorised by	Signature:(Head of Establishment)			
		Date:			

### **INVENTORY OF EQUIPMENT - FINAL PAGE**

Service				
E	Establishment Category of Equipment			
	Annual Inventory Check Certificate - Year to 31 March	า 2025		
	I certify that Inventory of Equipment pages numbered Of theEq As at 31 March 2025			
	Signed Desi	gnation		
	Countersigned Designed (Establishment Responsible Officer)	gnation		
	Data			

### **INVENTORY OF FURNITURE/OTHER ITEMS - FINAL PAGE**

Service			
E	stablishment		
	Annual Inventory Check Certificate - Year to 31	March 2025	
	I certify that Inventory of Furniture/Other items pages numbered To Are an accurate Statement of the furniture/other items situated at the above establishment as at 31 March 2025		
	Signed	Designation	
	Countersigned(Establishment Responsible Officer)	Designation	
	Data		

### **ESTABLISHMENT INVENTORY CERTIFICATE**

To: FINANCE SERVICES, BROOMHILL DEPOT (email to: OracleFMS.SysAdmin@eastdunbarton.gov.uk)

To:			
		SERVICE	
		ESTABLISHMENT	
I, the ı	undersigned, certify that inventory records:		
(a)	exist and are updated on a continuous basis.		
(b)	are accurate as at 31 March 2025		
(c)	are available for inspection.		
For all	l moveable equipment, furniture etc, at		
			(Name of Establishment)
0:			
Signe			
1.	Establishment Responsible Officer:		
	Name of Establishment Responsible Officer:		
	(BLOCK CAPITALS)		
2.	Head of Establishment/Second Officer Check:		
	Name of Head of Establishment/Second Officer Che (BLOCK CAPITALS)	ck:	
Date:			