

[illegible]

EAST DUNBARTONSHIRE COUNCIL

INVENTORY DELETION FORM

Name of Establishment.....

(a) Inventory Entry

Item:.....

Make:.....

Model:.....

Serial No:.....

Usual Location:.....

Inventory Page No:.....

(b) Marking of Inventory Entry pending disposal

Reason for disposal (code*):.....

Authorised by**Signature:**
(Head of Establishment)**Date:**.....**(c) Disposal Item**

Action taken:.....

Date removed from establishment:.....

*** Codes**

S = Surplus to requirements.

O = Obsolete.

X = Beyond economic repair and/or in a dangerous condition.

EAST DUNBARTONSHIRE COUNCIL

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 (temporary) :.....

Authorised by**Signature:**
(Head of Establishment)**Date:**.....**(c) Return of Item**

Returned by:.....

Authorised by**Signature:**
(Head of Establishment)**Date:**.....

EAST DUNBARTONSHIRE COUNCIL**INVENTORY OF EQUIPMENT - FINAL PAGE**

Service.....

Establishment..... Category of Equipment.....

Annual Inventory Check Certificate - Year to 31 March 2025

I certify that Inventory of Equipment pages numbered To Are an accurate statement
Of the..... Equipment situated at the above establishment.
As at 31 March 2025

Signed..... Designation.....

Countersigned..... Designation.....
(Establishment Responsible Officer)

Date.....

EAST DUNBARTONSHIRE COUNCIL**INVENTORY OF FURNITURE/OTHER ITEMS - FINAL PAGE**

Service.....

Establishment.....

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..... Designation.....
(Establishment Responsible Officer)

Date.....

EAST DUNBARTONSHIRE COUNCIL

ESTABLISHMENT INVENTORY CERTIFICATE

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

To:

..... **SERVICE**

..... **ESTABLISHMENT**

I, the 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 moveable equipment, furniture etc, at

.....

.....(Name of Establishment)

Signed

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 Check:
(BLOCK CAPITALS)

.....

Date: