

Disposal Store
Central Store
Store Purchase Section

Date:.....

Subject: Deposit of old items for Disposal

S. No.	Item Details (old)	Qty.	Remarks

Please note that the above mentioned old item(s) have been replaced/upgraded with new item. Therefore, the old item(s) is/are handed over for their proper disposal.

Handed over by:

Name

Signature

Employee Code

Section/Office

Sign. Of Sec. I/C or HOD

Received by:

I/C Disposal Store