Annexure-WOF Form # HR-52

Resource Integration Centre (RIC)

RIC..... Office

Write-Off Proposal Form For RIC # Items

Date:

Sl #	Indent Number	Description of Items	Date Acquired	Source	Purchase Cost in Tk.	Sale Cost/ Turnover	Fund Code	PN #	Presnt Condition
Total Cost in TK.									

Note:

Prepared by: Checked by: Recommended by:

Name, Designation & Sign. of FF&E Supervisor

Name, Designation & Sign. Admin/Accounts Personnel:

Name, Designation & Sign. Head of Proj./Department

Materials Received by:

Approved by:

Name: _____ Signature: _____ Date: _____

Organization: _____

Address: _____

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