

FORM "A"

VERIFICATION OF INVENTORY PERMANENT ARTICALES (F.A.R.) ON 2023.12.31

(DEPARTMENT/FACULTY/SUBINVENTORY NAME), UNIVERSITY OF COLOMBO

ITEM NO.	DISCRIPTION OF ARTICALES	INVENTORY FOLIYO	BOOK BALANCE	VERIFIED BALANCE	SHORTAGE / EXCESS	VALUE OF REMARKS STOCK

MEMBER OF BOARD OF SURVEY

NAMES

SIGNATURE

1.
2.

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.....

.....

OFFICER IN CHARGE OF THE INVENTORY

(NAME)

.....

OFFICER IN CHARGE OF THE SUB INVENTORY

(NAME)

DATE.....

.....

HEAD OF THE DEPARTMENT SIGNATURE & OFFICIAL
SEAL

FORM “B”

UNIVERSITY OF COLOMBO
LIST OF UNSERVICEABLE ARTICLES

Department : -

ARTICLES	INVENTORY FOLIO NO	MARK S, D, R or T	QTY.	ASSETS NO (As per FAR)	REMARKS (The time during which the articles have to been in use should be stated here)

Report of the Board of Survey,

The Board having inspected the articles specified in the list Reports that,

- i. Those marked “S” are unserviceable and should be sold.
- ii. Those marked “D” are unserviceable and should be destroyed.
- iii. Those marked “R” are repairable and should be preserved.
- iv. Those marked “T” are transfer and should be transferred.

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(Name & Signatures of members of the Countersigned.)

Name & Signature of the Inventory in Charge:

Date : -

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Head of the Department sign & official
seal