



ACS Jakarta

NOTIFICATION LETTER FOR CONDEMNATION OF GOODS

We intend to condemn items of the following:

NO	ITEMS/LOCATION	QTY	REASON (Old, broken,etc)	SCHOOL/ DEPARTMENT	OWNER NAME

Notes: _____

- ITEMS: Please write the current location of the items stored and attach the photo below.
- SCHOOL/DEPT: Operation/Primary/Secondary and please mention specific unit.
- Owner and Approved by: Manager, Subject Head.
- Acknowledged by: Director of Operations, Kepala Sekolah or Vice Principal.

Date: _____

Proposed by,

Acknowledged by,

Approved by,

Name: _____

Position: PIC,Head of Dept.

Fin/Ops Director

EP

Photo: _____

Action to be taken :