



ACS Jakarta

NOTIFICATION LETTER FOR SALE OF WASTE GOODS (BARANG BEKAS)

We intend to waste items of the following:

NO	ITEMS	QTY	Estimate d Actual Cost per Item	REASON (Old, broken,etc)	CURRENT LOCATION	SELLING PRICE (Rp.)

Notes: _____

- ITEMS: Write the type and the current location of the items stored + attach photo.
- OWNER NAME: Manager or Subject Head.
- PRICE: Please pay to School Shop before taking the goods.
- Acknowledged by: Director or Vice Principal.

Sold by
(Sign),

Name:

Date: _____, 20__

PIC

Filled in and proposed by

Acknowledged by,

Approved by,

Name: _____

Position: PIC, HOD

Fin/Ops Director.

EP

Action to be taken :