

## REPORT OF ANNUAL STOCK TAKE

To:

In accordance with the Instruction contained in the *Fiji Procurement Regulation*, We, the undersigned, have inspected the stores on charge to *respective Heads of Divisions* and We have the honour to report that the stores checked agree with the ledger balances.

2. I/We certify that a complete check of the stores has been made.  
% test
3. Comments of the Board on the accommodation, general condition and security of the store:

Comments of the Board on the manner in which the store records have been kept:

Comments of the Board regarding responsibility for discrepancies:

4. I/We encountered no difficulties in carrying out our duties.
5. I/We enclosed in duplicates:
  - (a) **Annual Stock Take Form (Form.58)**
  - (b) Asset Disposal Form (Form 59)
  - (c) Explanation from the Officer responsible for discrepancies

Board of Survey Team

Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Please write clearly when filling in this form. Form must be submitted in duplicate to Ministry of Economy.*