**VERIFICATION OF INVENTORY ARTICLES- 2023 (Form “B”)**

**University of Peradeniya**

**Faculty: Dept. /Division/Unit:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No** | **Description of Articles** | Inventory **Page No** | **Book Balance as at the date of 31.12.2023** | **Physical balance as at the date of Verification** |  | **As at the date of verification** | | **Quality of the goods as at the date of verification (G) , (R) or (D)** | **Remarks & Explanations**  **Re. Shortages & Surpluses** |
|  |  |  |  |  |  | **Deficiency** | **Surplus** |  |  |
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Signatures of the members of the Board of Survey

1. ………………………… 2.………………………… 3………………………………

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Signature of the Chairman of the Board of Survey Signature of the Head of Dept.

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Signature of the Inventory Handler

**Note: Please indicate (G) for the goods in working condition (R) for goods to be repaired & (D) for the Goods to be Disposed/unserviceable at the**