

INVENTORY

DUPLICATE

No.....

STATION..... WARD..... OFFICE..... QUARTER

Articles	Equipment Ledger Folio	Quantity Date.....	Quantity Date.....	Quantity Date.....	Quantity Date.....	Quantity Date.....	Quantity Date.....	Quantity Date.....	Quantity Date.....	Quantity Date.....	Remarks

- NOTES :—
1. Inventory to be prepared in duplicate. The ORIGINAL to be displayed in the station, office or quarter ; the DUPLICATE to support the equipment ledger.
 2. The officer checking will sign within the 'quantity' column and will insert the date of the check in the space provided at the head of the column.
 3. Handovers will be signed and dated by both persons and by the Head of Department's representative.
 4. Breakage, loss or damage will be at once reported to the Head of Department.
 5. No articles will be removed from a station, ward, office or quarter to another without the Head of Department's permission.
 6. No alterations of the inventory will be made without the Head of Department's permission.