

Date:

To
Dean Administration
BITS, Pilani

Following items need to be disposed/write off. Please tick as per your disposed off items:

S.No.	Items	Qty
1.	UsedAnswerSheet/Raddi/Journals/Newspaper/Carton Boxes/empty wooden boxes, packing material, etc. _____	
2.	Desktop/Laptops	
3.	Lab Equipments	
4.	Machinery	
5.	Furniture	
6.	Scrap	
7.	Any other item mention details	

(Signature of Controlling Officer)