***\*Format for Request for Write Off***

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| **REQUEST FOR WRITE OFF**  Date :  dd/mm/yyyy | | | | | |
| **Classification Category** | | | | | |
| Expired/ Unusable Stocks | |  | | | |
| Stocks Physically Missing | |  | | | |
| Irrecoverable Advances from Vendors/Debtors | |  | | | |
| Please make the note for each classification category separately.  This note is required for all the advance and stocks items proposed to be written-off. Similar items or situation should be grouped together. | | | | | |
| Particular | Amount | Background | Reasons for non - realization | Efforts at  Recovery | CEO/FC Note |
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| Notes (if any) : | | | | | |
| Prepared by Recommended by Approved by    CEO/FC BoD | | | | | |