

International Islamic University Islamabad
Purchase & Store Department

Useless/ Undesirable/ Extra/ Repairable Stock

Date: _____

Name of Employee: _____ Designation: _____

Faculty/ Department/Section: _____ Phone/ Ext No: _____

Budget head/ Funded by/ Project (Optional): _____ Date of Issuance of stock: _____

Stock Issued to: Name: _____

Designation: _____

Detail of Stock/ items:

Sr. No	Item Name	Description	Status (Useless/ Undesirable/ Extra/ Repairable Stock)

Signature of Employee

Incharge/Head of Department (Stamp)

Technical Review:

IT/ PD/ Purchase & Store/ HVAC/ Electrical

Rate the Stock/ Items are:

✓ Repairable: _____

✓ Dump/ Not Repairable: _____

✓ Actionable: _____

Name of Employee
(Technical Reviewer)

Designation

Signature

Incharge Store

Signature

TOR's/ Guidelines for Writing off Inventory

IIUI has circulated a policy regarding the disposal of inventory items that have become obsolete, damaged, expired, or are suitable for auction. The guidelines are outlined as follows:

- i. All offices, faculties, departments, and sections are responsible for maintaining accurate inventory records for the stock issued to their respective departments
- ii. All offices, faculties, departments, and sections reconcile their inventory to purchase & store department for regular intervals or when new stock issued to them
- iii. All the offices/ faculties/departments/ sections will identify items that are considered obsolete, damaged, expired, or categorized as useless stock. Detailed information should be submitted as per the attached approved Performa. This Performa is mandatory to provide to the best interest of IIU.
- iv. It is strictly prohibited for any office, faculty, department, or section to dispose of/ dump inventory items at the end of corridors, on the top roof, or in any irrelevant space.
- v. All the offices/ faculties/departments/ sections are instructed to follow proper procedure to handover inventory to Purchase & Store. Also includes technical expert review of concern department like IT, Civil, Purchase & Store, HVAC and Electrical whichever is applicable.
- vi. Technical expert reviewer will share their consent on attached Performa confirming whether these items are obsolete, damaged, expired or suitable for auction.
- vii. All stock issued to offices, faculties, departments, and sections will be auditable, and it is the prime responsibility of each department to ensure proper stock management.
- viii. A proper handing over and taking over policy is mandatory for any employee who is transferred or retired. A copy of this report must be shared with the Purchase & Store department.
- ix. On provision of records from offices, faculties, departments, and sections, concerned department will take appropriate actions for the inventory, which may include repair, dumping, or auctioning.