# POORNIMA GROUP

Achieving Excellence Together

CELEBRATING 25 YEARS OF EXCELLENCE

**E26**

## APPLICATION FOR SALE OF SCRAP

Date:.....

We are selling scrap with following details:

| | |
|---|---|
| Department & Institute: | |
| Coordinator Name: | |
| Mobile No.: | |
| Venue: | |

| S. No. | Detail of Item | Scrap Quantity (in Kgs) | @ Rate (in INR/Kg) | Total (in INR) | Tentative Coast at the Time of Purchase |
|---|---|---|---|---|---|
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**Scrap Type: Head**

| **Assets A** | | **Assets B** | |
|---|---|---|---|
| 1. IDEA LAB (Fixed Assets) | ..... | 11.Land Group | ..... |
| 2. Lab Equipment Group | ..... | 12.Library Books Group | ..... |
| 3. Air conditioner & Colling System Group | ..... | 13.Other Fixed Assets Group | ..... |
| 4. Buildings Group | ..... | 14.Patent Registration Group | ..... |
| 5. Computer, Printer, Software Group | ..... | 15.Patent Registration Group | ..... |
| 6. Electric Station, Generator Etc. Group | ..... | 16.Vehicle Buses Group | ..... |
| 7. Fixed Assets DST Grants | ..... | 17.Solar Water Heater Group | ..... |
| 8. Fixed Assets Grant | ..... | 18.Vehicle Motor Cars Group | ..... |
| 9. Furniture, Fan and Fitting Group | ..... | 19.Vehicle Two Wheelers Group | ..... |
| 10.Lab Equipment Group | ..... | 20.Work-in-Progress | ..... |

HoD/Dean Registrar Institution Head

Communicated to Store In-charge on Date: .....Time: .....

Communicated to Society Office on Date : .....Time: .....

**Coordinator Must: -**

1) Assess the market value of each type of waste before selling.

2) Take necessary permissions for selling the waste.

3) Segregate waste type to maximize resale value.

4) Maintain detailed records of types, quantities and sale value of waste.