

DISTRIBUTION SIGN-OFF FORM

TIGWIRANE MANJA FOUNDATION

NAME OF EMPLOYEE OVERSEEING DISTRIBUTION

Melissa Harris

DATE(S) OF DISTRIBUTION

6	6	2020
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SIGN-OFFS

[illegible]

Instructions/Reminders:

The Distribution Sign-off Form should be used whenever distributing items like bikes, backpacks, stipends, allowances, stationery etc

This form acts as documentation for the distribution of items and should be submitted to Finance and Administration as part of the appropriate report once distribution is completed

Prepared by:

Handwritten signature

Signature

Mwelura Hwanda

Name

2020

Date _____

Finance/Admin Check:

Check: *Elmer*

Signature

E. Myrwen

Name _____

6/6/20

Date _____