# Buy Request (Petty Cash) Form - Material

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| Buy Number |  |
| Date |  |
| Site |  |
| Requested By |  |

## Bought Items

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| # | Item | Specification | Unit | Qty  Requested | Qty  Bought | Unit Cost | Total Cost | Remark |
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| Approved By |  |
| Checked By |  |

# Purchase Request Form - Material

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| --- | --- |
| Purchase Number |  |
| Date |  |
| Site |  |
| Requested By |  |

## Purchased Items

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| # | Item | Specification | Unit | Qty  Requested | Qty  Bought | Unit Cost | Total Cost | Remark |
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| Approved By |  |
| Checked By |  |

# Purchase Request Form - Equipment

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| --- | --- |
| Purchase Number |  |
| Date |  |
| Site |  |
| Requested By |  |

## Purchased Items

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Item | Model | Description | Asset No. | Serial  No. | Qty  Requested | Qty  Purchased | Unit Cost | Total Cost | Remark |
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| Approved By |  |
| Checked By |  |

# Receive Form - Material

|  |  |
| --- | --- |
| Purchase Number |  |
| Receive Number |  |
| Date |  |
| Site |  |

## Received Items

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Item | Specification | Unit | Qty  Bought | Qty  Received | Unit Cost | Total Cost | Remark |
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| --- | --- |
| Received By |  |
| Checked By |  |

# Receive Form - Equipment

|  |  |
| --- | --- |
| Purchase Number |  |
| Receive Number |  |
| Date |  |
| Site |  |

## Received Items

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Item | Model | Description | Asset No. | Serial  No. | Qty  Requested | Qty  Purchased | Unit Cost | Total Cost | Remark |
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| --- | --- |
| Received By |  |
| Checked By |  |

# Transfer In Form - Material

|  |  |
| --- | --- |
| Transfer Number |  |
| Date |  |
| Sending Site |  |
| Receiving Site |  |
| Requested By |  |

## Transferred Items

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Item | Specification | Unit | Qty  Requested | Qty  Transferred | Unit Cost | Total Cost | Remark |
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| --- | --- |
| Received By |  |
| Delivered By |  |
| Vehicle Plate No. |  |

# Transfer Out Form - Material

|  |  |
| --- | --- |
| Transfer Number |  |
| Date |  |
| Sending Site |  |
| Receiving Site |  |
| Requested By |  |

## Transferred Items

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Item | Specification | Unit | Qty  Requested | Qty  Transferred | Unit Cost | Total Cost | Remark |
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| --- | --- |
| Approved By |  |
| Sent By |  |
| Delivered By |  |
| Vehicle Plate No. |  |

# Transfer Form - Equipment

|  |  |
| --- | --- |
| Transfer Number |  |
| Date |  |
| Sending Site |  |
| Receiving Site |  |
| Requested By |  |

## Transferred Items

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Item | Model | Description | Asset No. | Serial  No. | Qty  Requested | Qty  Transferred | Unit Cost | Total Cost | Remark |
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| Approved By |  |
| Sent By |  |
| Received By |  |
| Delivered By |  |
| Vehicle Plate No. |  |

# Issue Form - Material

|  |  |
| --- | --- |
| Issue Number |  |
| Date |  |
| Site |  |
| Issued By |  |

## Issued Items

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Item | Specification | Unit | Qty  Requested | Qty  Approved | Unit Cost | Total Cost | Remark |
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| Approved By |  |
| Handed Over By |  |

# Borrow Form - Equipment

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| --- | --- |
| Borrow Number |  |
| Date |  |
| Site |  |
| Requested By |  |

## Borrowed Items

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Item | Model | Description | Asset No. | Serial  No. | Qty  Requested | Qty  Approved | Unit Cost | Total Cost | Remark |
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| Approved By |  |
| Handed Over By |  |

# Return Form - Equipment

|  |  |
| --- | --- |
| Return Number |  |
| Date |  |
| Site |  |
| Borrowed By |  |

## Returned Items

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Item | Model | Description | Asset No. | Serial  No. | Qty | Damage | Unit Cost | Total Cost | Remark |
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| --- | --- |
| Returned By |  |

# Maintenance Form - Equipment

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| --- | --- |
| Maintenance Number |  |
| Date |  |
| Site |  |
| Requested By |  |

## Damaged Item

|  |  |
| --- | --- |
| Item |  |
| Model |  |
| Description |  |
| Asset Number |  |
| Serial Number |  |
| Reason of Damage |  |
| Remark |  |

|  |  |
| --- | --- |
| Approved By |  |
| Fixed By |  |