

RDF No. _____

TO : PROPERTY SECTION

DATE : _____

DEPT/UNIT : _____

Qty	Unit	Item/Description	Serial No.	FEA No.	Acq. Date	Property No.	ICTC/BFMO Evaluation/Remarks	Recommendation / Action to be taken
Evaluated by: <div>_____</div> <div>ICTC / BFMO Staff / Date</div>			Item/s checked by: <div>_____</div> <div>Property Representative / Date</div>			Noted by: <div>_____</div> <div>Head, Property Section / Date</div>		
Approved by: <div>_____</div> <div>ICTC / BFMO Director / Date</div>			Endorsed to Warehouse					
			Item/s received by: <div>_____</div> <div>Warehouse Representative / Date</div>					

(Please print three copies)