TO : PROPERTY SECTION

(Printed Name & Signature of Immediate Head)

Posted by: _____ Date: _____

FROM: __

DE LA SALLE UNIVERSITY – DASMARIÑAS FINANCE AND ACCOUNTING OFFICE

RDF No.	

(Please print three copies)

DATE : _____

DEPT/UNIT:

REQUEST FOR DISPOSAL OF FURNITURE/EQUIPMENT

This is to request for the disposal of the following furniture/equipment: (please fill up corresponding box)										
Qty	Unit	Item/Description	Serial No.	FEA No.	Acq. Date	Property No.	ICTC/BFMO Evaluation/Remarks	Recommendation / Action to be taken		
Evaluated by:		Item/s checked by:				Noted by:				
ICTC / BFMO Staff / Date Approved by:		Property Representative / Date				Head, Property Section / Date				
		Endorsed to Warehouse Item/s received by:				Approved by:				
ICTC / BFMO Director / Date			Warehouse Representative / Date				University Controller / Date			