

BORROW REQUEST CLAIM SLIP

University of Southeastern Philippines  
Resource Management Division

Request Information

Request ID: Pending  
Date Submitted: 11/7/2025, 7:47:18 PM  
Status: **PENDING APPROVAL**

Borrower Information

Name: Thrace Sumabal  
Type: employee  
Email: trhrace@usep.edu.ph  
Contact: 09156129848

Borrow Details

Borrow Date: 2025-11-07  
Return Date: 2025-11-12  
Purpose: Academic  
Location: Dome

Summary

Total Item Types: 2  
Total Quantity: 5 units

Items Requested

Broom (Office Supplies)	×2
TEST 1 (Office Supplies)	×3

Staff Signature

Date Approved

Approved by

MM/DD/YYYY

This claim slip must be presented to receive approved items.  
Keep this slip until items are returned.