

NAME OF ORGANIZATION

**Inventory Sheet**

SAN BEDA UNIVERSITY

COLLEGE OF ARTS AND SCIENCES

**OFFICE OF THE PREFECT OF STUDENT ACTIVITIES**

[opsa@sanbeda.edu.ph](mailto:opsa@sanbeda.edu.ph)

Reported by

Date of Report

Contact Person & Number

**FIXED ASSET AND SUPPLIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **QUANTITY & UNIT** | **PRICE** | **STATUS** | **PERSON RESPONSIBLE/LOCATION** |
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Prepared by:

**XXXXXXXXXXXX**

*TREASURER*

Noted by:

**XXXXXXXXXXXXX XXXXXXXXXXXXX**

*MODERATOR PRESIDENT*

Approved by:

**REJHEEN CO DR. MARVIN R. REYES**

*STUDENT COUNCIL TREASURER PREFECT OF STUDENT AFFAIRS*

Noted by:

**ANTHONY V. SUMANGIL**

*STUDENT COUNCIL PRESIDENT*