

FACULTY ROOM PROPERTY INVENTORY

As of: 05/26/2025

DECORATION

| DESCRIPTION | PROPERTY NO. | DATE ISSUED | QTY | STATUS |
|-------------------------|--------------|-------------|-----|----------|
| Chairs | Chairs-002 | 05/18/2025 | 9 | Missing |
| | Chairs-003 | 05/18/2025 | 9 | Defected |
| | chairs-r002 | 05/18/2025 | 9 | Placed |
| Total Items in Category | | | 27 | |

GADGET

| DESCRIPTION | PROPERTY NO. | DATE ISSUED | QTY | STATUS |
|-------------------------|--------------|-------------|-----|----------|
| Remote | Remote-001 | 05/19/2025 | 8 | Placed |
| tablet | tablet-001 | 05/19/2025 | 5 | Missing |
| | tablet-002 | 05/19/2025 | 5 | Defected |
| Mouse | Mouse-001 | 05/19/2025 | 12 | Placed |
| camera | camera-001 | 05/20/2025 | 1 | Missing |
| Total Items in Category | | | 31 | |

SCHOOL SUPPLIES

| DESCRIPTION | PROPERTY NO. | DATE ISSUED | QTY | STATUS |
|-------------|----------------|-------------|-----|-----------|
| Bond Paper | Bond Paper-001 | 05/20/2025 | 5 | Missing |
| | Bond Paper-002 | 05/20/2025 | 5 | Available |
| | Bond Paper-003 | 05/20/2025 | 5 | Available |
| | Bond Paper-004 | 05/20/2025 | 5 | Available |
| | Bond Paper-005 | 05/20/2025 | 5 | Available |
| Book | Book-001 | 05/21/2025 | 3 | Available |
| | Book-002 | 05/21/2025 | 3 | Available |
| | Book-003 | 05/21/2025 | 3 | Available |
| Ballpen | Ballpen-001 | 05/21/2025 | 20 | Available |
| | Ballpen-002 | 05/21/2025 | 20 | Available |
| | Ballpen-003 | 05/21/2025 | 20 | Available |
| | Ballpen-004 | 05/21/2025 | 20 | Available |
| | Ballpen-005 | 05/21/2025 | 20 | Available |
| | Ballpen-006 | 05/21/2025 | 20 | Available |
| | Ballpen-007 | 05/21/2025 | 20 | Available |
| | Ballpen-008 | 05/21/2025 | 20 | Available |

| | | | | |
|-------------------------|-------------|------------|-----|-----------|
| | Ballpen-009 | 05/21/2025 | 20 | Available |
| | Ballpen-010 | 05/21/2025 | 20 | Available |
| | Ballpen-011 | 05/21/2025 | 20 | Available |
| | Ballpen-012 | 05/21/2025 | 20 | Available |
| | Ballpen-013 | 05/21/2025 | 20 | Available |
| | Ballpen-014 | 05/21/2025 | 20 | Available |
| | Ballpen-015 | 05/21/2025 | 20 | Available |
| | Ballpen-016 | 05/21/2025 | 20 | Available |
| | Ballpen-017 | 05/21/2025 | 20 | Available |
| | Ballpen-018 | 05/21/2025 | 20 | Available |
| | Ballpen-019 | 05/21/2025 | 20 | Available |
| | Ballpen-020 | 05/21/2025 | 20 | Available |
| Total Items in Category | | | 434 | |

| SPORTS | | | | |
|-------------------------|----------------|-------------|-----|---------|
| DESCRIPTION | PROPERTY NO. | DATE ISSUED | QTY | STATUS |
| Basketball | Basketball-001 | 03/25/2025 | 5 | Missing |
| Soccerball | Soccer-001 | 03/26/2025 | 3 | Missing |
| Total Items in Category | | | 8 | |

| STATIONERY ITEMS | | | | |
|-------------------------|--------------|-------------|-----|----------|
| DESCRIPTION | PROPERTY NO. | DATE ISSUED | QTY | STATUS |
| Aircon | Aircon-001 | 03/25/2025 | 2 | Defected |
| Total Items in Category | | | 2 | |

GRAND TOTAL

502

PREPARED BY:

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PROPERTY CUSTODIAN

