

# FACULTY ROOM PROPERTY INVENTORY

As of: 05/21/2025

## DECORATION

DESCRIPTION	PROPERTY NO.	DATE ISSUED	QTY	STATUS
Chairs	Chairs-002	05/18/2025	9	Missing
	Chairs-003	05/18/2025	9	Placed
	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
Total Items in Category			34	

## 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

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PREPARED BY:

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PROPERTY CUSTODIAN

