#### PROPERTY ACKNOWLEDGMENT RECEIPT

#### (PAR)

## *INSTRUCTIONS*

1. The PAR shall be used in the Supply and/or Property Division/Unit to record the issue of PPE to end-user. It shall be maintained by fund cluster. It shall be renewed every three years or every time there is a change in custodianship/user of the property.
2. This form shall be accomplished as follows:
3. **LGU** – name of the local government unit
4. **Fund** – the fund name
5. **PAR No.** – number assigned by the Supply and/or Property Custodian for control purposes which shall be as follows:

0000– 00 –0000

Serial number (one series for each year)

Month

Year

1. **Quantity**– number of unit/s issued to the employee or user of the property
2. **Unit *–*** unit of measurement such as piece, set, etc.
3. **Description**– brief description or details of the property including serial number, if any
4. **Property Number** – number assigned by the Supply and/or Property Division/Unit to the property issued
5. **Date Acquired –** acquisition date of the property
6. **Amount** – acquisition cost of the property
7. The PAR shall be prepared in two copies distributed as follows:

|  |  |  |
| --- | --- | --- |
| *Original* | – | Supply and/or Property Division/Unit for file |
| *Copy 2* | – | Recipient or user of the property |

1. The recipient or end user of the property shall acknowledge receipt of the property by signing the *“*Received *by”* portion and also indicate the date of receipt of the property. The designated Supply and/or Property Custodian shall sign the “*Issued by”* portion and indicate the date of issue of the property.