#### INVENTORY CUSTODIAN SLIP

#### (ICS)

## *INSTRUCTIONS*

1. The ICS is a form used by the Supply and/or Property Custodian to issue tangible items which costs P15,000 or less and has a life of more than one year and are not considered as PPE to establish accountability over them.
2. This form shall be accomplished as follows:
3. **LGU** – name of the local government unit
4. **Fund** – the fund name
5. **ICS No.** –control number assigned by the Supply and/or Property Division/Unit
6. **Quantity**– number of units of the inventory item issued to the employee or end-user concerned
7. **Unit –** unit of measurement of goods/property requested (i.e., piece, roll, box, ream, etc.)
8. **Amount:**

* **Unit Cost** – unit cost of the inventory item
* **Total Cost** – the total cost of the inventory item (Quantity x Unit Cost)

1. **Description** – brief description or details of the items issued to the employee concerned, including serial number in case of semi-expendable property
2. **Inventory Item No**. – property number assigned to the inventory item issued
3. **Estimated Useful Life** – estimated useful life of the item issued
4. This form shall be signed and dated by the designated Supply and/or Property Custodian on the “*Received from”* portion and by the recipient or end-user of the inventory on the *“Received by”* portion.
5. The ICS shall be prepared in two (2) copies distributed as follows:

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| --- | --- | --- |
| *Original* | – | Supply and/or Property Division/Unit |
| *Copy2* | – | Recipient or end-user of the inventory |