



Far Eastern College - Cavite  
Fixed Assets Accountability Form

FAAF NO.: \_\_\_\_\_  
DATE: \_\_\_\_\_

DESCRIPTION OF PROPERTY				
Property Code	Qty.	Item Description	Acquisition Cost	Total

ACKNOWLEDGEMENT

I assume complete responsibility for the property listed above and certify that it shall be used only in the official business of Far Eastern College.

*The Mobile Computer Usage Policy of FEU Cavite states that;*

3.0 Policy/ 3.4In case of lost and damaged items, or in the event of theft, the employee will be held responsible for the replacement of the lost/ stolen equipment. Alternatively, the value of the property that was lost / stolen while under the employee’s custody will be deducted from his salary.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Location: \_\_\_\_\_

Signature: \_\_\_\_\_

PROPERTY ASSIGNMENT DETAIL:

Noted By: \_\_\_\_\_

Finance Department

Released By: \_\_\_\_\_

Property Officer In-Charge

Received By: \_\_\_\_\_

Department Representative

FEC Inventory Assets and Maintenance System

Property Management Department

Asset Name: \_\_\_\_\_

Asset Tag: \_\_\_\_\_

Checked & Encoded By: \_\_\_\_\_



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