

## Far Eastern College - Cavite

**Fixed Assets Accountability Form** 

FAAF NO.:	
DATE:	
cquisition Cost	Total
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Management Dep	partment
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erty Code	Qty.	Item Description	Acquisition Cost	Total
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		ACKNOWLEDGEMENT		
	I assume complete i	esponsibility for the property listed above and certify tha	t it shall be used only in the	
		official business of Far Eastern College.		
		The Mobile Computer Usage Policy of FEU Cavite states	s that;	
	3.0 Policy/ 3.4In case of lo	st and damaged items, or in the event of theft, the emplo		
	the replacement of the lo	st/ stolen equipment. Alternatively, the value of the prop	•	
		under the employee's custody will be deducted from his	salary.	
Name:			Date:	
Department:			Position:	
Location:			ignature:	
			<u> </u>	
OPERTY ASSIG	NMENT DETAIL:	FEC	Inventory Assets and Maintena	nce System
Noted By:			Property Management Depart	tment
	Finance Depa	rtment		
Released By:			et Name:	
,	Property Office	In-Charge		
Received By:			sset Tag:	
cocirca by.	 Department Rep	resentative		
	Department nep	•	oded By:	



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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 use 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 hel the replacement of the lost/ stolen equipment. Alternatively, the value of the property that was  $\,$ 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 As**

Property N

Asset Name: Asset Tag:

Checked & Encoded By: