

### Far Eastern College - Cavite

**Fixed Assets Accountability Form** 

AAF NO.: DATE:		
on Cost	Total	
011 0031	10141	

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. Position: Department: Signature: Location: PROPERTY ASSIGNMENT DETAIL: **FEC Inventory Assets and Maintenance System** Noted By: Finance Department **Property Management Department** Asset Name: Released By: Property Officer In-Charge Received By: Asset Tag: Department Representative

Checked & Encoded By:



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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
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Property Management Department

Asset Name: Asset Tag:

Checked & Encoded By:



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Name:			Date	:	
Department:				:	
Location:			C!		
Location.				:	
ROPERTY ASSIG	NMENT DETAIL:	1	FEC Invento	ory Assets and Maintena	nce System
Noted By:			Pron	erty Management Depart	tment
	Finance De	epartment	1100	e,anagement bepar	
Released By:			Asset Name	•	
heleased by.	Property Offi	cer In-Charge	Asset Name		
	Froperty Offi	cei ili-cilaige			
Received By:			Asset Tag	;:	
	Department R	Representative			

Checked & Encoded By: \_\_\_