

RECORD OF ISSUED EQUIPMENTS

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|-------------------------------|------------------|----------------|
| DEPARTMENT, BRANCH, OFFICE | DATE ISSUE | CUSTODIAL CODE |
| MANAGEMENT INFORMATION SYSTEM | October 22, 2017 | 53 |

| | | |
|---------------------------------------|---|-----------|
| PROPERTY ISSUED BY SYSTEM ADMIN | DEPARTMENT MANAGEMENT INFORMATION SYSTEM | SIGNATURE |
| PROPERTY ISSUED TO MICHAEL CABILIN | DEPARTMENT ENGINEERING | SIGNATURE |

DESCRIPTION OF EQUIPMENT

| | | | |
|----------------|---------------------------------|-----------|--|
| FFE CODE | ITEM NAME (PRODUCT DESCRIPTION) | | |
| 00054 | COMPUTER MOUSE (A4TECH) | | |
| ASSET CATEGORY | QUANTITY | UNIT COST | |
| IT EQUIPMENT | 6 | 6.00 | |

ASSET FULL DETAILS

| PARTICULAR | DESCRIPTION |
|------------|-------------|
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MEMORANDUM OF RECEIPT AND ACCOUNTABILITY

TO BE FILLED UP UPON RETURN/TURNOVER OF THE PROPERTY

| | | |
|-------------------|---------------|-------------|
| PROPERTY RETURNED | DATE RETURNED | RECEIVED BY |
| | | |

REMARKS

The items stated above are in good condition

Prepared by:

SYSTEM ADMIN
SYSTEM ADMIN