

RECORD OF ISSUED EQUIPMENTS

DEPARTMENT, BRANCH, OFFICE		DATE ISSUE	CUSTODIAL CODE
OROQUIETA BRANCH		September 27, 2016	10000
PROPERTY ISSUED BY	DEPARTMENT	SIGNATURE	
CAGANDAHAN, CHARRY	OROQUIETA BRANCH		
PROPERTY ISSUED TO	DEPARTMENT	SIGNATURE	
AVELIS, VIRGILIO	OROQUIETA BRANCH		

DESCRIPTION OF EQUIPMENT

FFE CODE	ITEM NAME (PRODUCT DESCRIPTION)		
00000029	COMPUTER SET		
ASSET CATEGORY	QUANTITY	UNIT COST	
COMPUTER	1	14,999.00	

ASSET FULL DETAILS

PARTICULAR	DESCRIPTION
MODEL	Asus
CPU	Dual Core 1.5 GHZ 2MB Cache
MOTHERBOARD	Gigabytes
RAM	2GB Kingston
HARD DISK	500GB
CASING	Tower Case
MONITOR	Orion 14"
KEYBOARD	A4Tech
MOUSE	A4Tech Wireless
VIDEO CARD	
OTHER ACCESSORIES	Mouse Pad
SERIAL NUMBER	
COLOR	black

MEMORANDUM OF RECEIPT AND ACCOUNTABILITY

Acceptance of property issued hereby confirms the employee's accountability, defined but not limited to the following;

1. Compliance to information security policy;
2. Compliance to existing company policies pertaining to property issued.

In the event that the unity issued has been lost, damaged or destroyed, the issuing department reserves the right to investigate any acts, direct or indirect, that may prove negligence of the employee. if upon consideration, the issuing department found probable cause, a decision not favorable to the employee may have to be executed. Penalty for such may depend on the degree of negligence and with existing company policies.

TO BE FILLED UP UPON RETURN/TURNOVER OF THE PROPERTY

PROPERTY RETURNED	DATE RETURNED	RECEIVED BY

REMARKS

sample issue

Prepared by:

Checked by:

Approved by:

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