


RECORD OF ISSUED EQUIPMENTS

DEPARTMENT, BRANCH, OFFICE		DATE ISSUE	CUSTODIAL CODE
OROQUIETA BRANCH		April 15, 2017	10008
PROPERTY ISSUED BY WINTER BUGAHOD	DEPARTMENT IT - DEPARTMENT	SIGNATURE 	
PROPERTY ISSUED TO TUNGUIA, FREDERICK NINO	DEPARTMENT IT - DEPARTMENT	SIGNATURE	

DESCRIPTION OF EQUIPMENT

FFE CODE	ITEM NAME (PRODUCT DESCRIPTION)		
00000039	EPSON PRINTER LQ-310		
ASSET CATEGORY		QUANTITY	UNIT COST
PRINTER		3	32,985.00

ASSET FULL DETAILS

PARTICULAR	DESCRIPTION
MODEL	
PRINTER TYPES	
COLOR	
BRAND	
SERIAL NUMBER	

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

The items stated above are in good condition

Prepared by:

Checked by:

Approved by:

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PROCUREMENT OFFICER

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ACCOUNTING MANAGER

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VP FOR FINANCE AND  
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