

RECORD OF ISSUED EQUIPMENTS

DEPARTMENT, BRANCH, OFFICE	DATE ISSUE	CUSTODIAL CODE
MANAGEMENT INFORMATION SYSTEM	October 22, 2017	55

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)		
00056	COMPUTER MOUSE (A4TECH)		
ASSET CATEGORY	QUANTITY	UNIT COST	
IT EQUIPMENT	2	2.00	

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