

RECORD OF ISSUED EQUIPMENTS

DEPARTMENT, BRANCH, OFFICE	DATE ISSUE	CUSTODIAL CODE
WAREHOUSE	October 09, 2017	12

PROPERTY ISSUED BY SYSTEM ADMIN	DEPARTMENT MANAGEMENT INFORMATION SYSTEM	SIGNATURE
PROPERTY ISSUED TO BHEL ANTHONY INTERO	DEPARTMENT WAREHOUSE	SIGNATURE

DESCRIPTION OF EQUIPMENT

FFE CODE	ITEM NAME (PRODUCT DESCRIPTION)		
00012	DVD PLAYER (PIONEER)		
ASSET CATEGORY	QUANTITY	UNIT COST	
SOUND SYSTEM	1	2,500.00	

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