

RECORD OF ISSUED EQUIPMENTS

DEPARTMENT, BRANCH, OFFICE		DATE ISSUE	CUSTODIAL CODE
BANQUET		November 27, 2017	111
PROPERTY ISSUED BY	DEPARTMENT	SIGNATURE	
INTERO, BHEL ANTHONY	WAREHOUSE		
PROPERTY ISSUED TO	DEPARTMENT	SIGNATURE	
BHEL ANTHONY INTERO	WAREHOUSE		

DESCRIPTION OF EQUIPMENT

FFE CODE	ITEM NAME (PRODUCT DESCRIPTION)		
00122	SOUP BOWLS (WHITE)		
ASSET CATEGORY		QUANTITY	UNIT COST
UTENSILS AND GLASS WARES		60	60.00

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