

RECORD OF ISSUED EQUIPMENTS

DEPARTMENT, BRANCH, OFFICE		DATE ISSUE	CUSTODIAL CODE
WAREHOUSE		November 29, 2017	112
PROPERTY ISSUED BY	DEPARTMENT	SIGNATURE	
QUIJARDO, MARK ANGELO	COST CONTROLLER		
PROPERTY ISSUED TO	DEPARTMENT	SIGNATURE	
MARK ANGELO QUIJARDO	COST CONTROLLER		

DESCRIPTION OF EQUIPMENT

FFE CODE	ITEM NAME (PRODUCT DESCRIPTION)		
00123	PVC PLACEMAT (DARK BROWN)		
ASSET CATEGORY		QUANTITY	UNIT COST
		30	-585.00

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