

RECORD OF ISSUED EQUIPMENTS

|                                            |                         |                  |                |
|--------------------------------------------|-------------------------|------------------|----------------|
| DEPARTMENT, BRANCH, OFFICE                 |                         | DATE ISSUE       | CUSTODIAL CODE |
| WAREHOUSE                                  |                         | January 02, 2018 | 177            |
| PROPERTY ISSUED BY<br>INTERO, BHEL ANTHONY | DEPARTMENT<br>WAREHOUSE | SIGNATURE        |                |
| PROPERTY ISSUED TO<br>INTERO, BHEL ANTHONY | DEPARTMENT<br>WAREHOUSE | SIGNATURE        |                |

DESCRIPTION OF EQUIPMENT

|                          |                                  |          |           |
|--------------------------|----------------------------------|----------|-----------|
| FFE CODE                 | ITEM NAME (PRODUCT DESCRIPTION)  |          |           |
| 00225                    | RENAISSANCE PUNCH SET (ELEMENTS) |          |           |
| ASSET CATEGORY           |                                  | QUANTITY | UNIT COST |
| UTENSILS AND GLASS WARES |                                  | 1        | 1.00      |

ASSET FULL DETAILS

| PARTICULAR | DESCRIPTION |
|------------|-------------|
|------------|-------------|

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