

RECORD OF ISSUED EQUIPMENTS

DEPARTMENT, BRANCH, OFFICE		DATE ISSUE	CUSTODIAL CODE
OROQUIETA BRANCH		April 18, 2017	10010
PROPERTY ISSUED BY CAGANDAHAN, CHARRY	DEPARTMENT OROQUIETA BRANCH	SIGNATURE	
PROPERTY ISSUED TO CHUA, JOSELITO	DEPARTMENT OROQUIETA BRANCH	SIGNATURE	

DESCRIPTION OF EQUIPMENT

FFE CODE	ITEM NAME (PRODUCT DESCRIPTION)		
00000041	HONDA XRM 125		
ASSET CATEGORY		QUANTITY	UNIT COST
MOTORCYCLE		1	66,100.00

ASSET FULL DETAILS

PARTICULAR	DESCRIPTION
MODEL	
COLOR	

MEMORANDUM OF RECEIPT AND ACCOUNTABILITY

Acceptance of property issued hereby confirms the employee's accountability, defined but not limited to the following;

1. Compliance to information security policy;
2. Compliance to existing company policies pertaining to property issued.

In the event that the unity issued has been lost, damaged or destroyed, the issuing department reserves the right to investigate any acts, direct or indirect, that may prove negligence of the employee. if upon consideration, the issuing department found probable cause, a decision not favorable to the employee may have to be executed. Penalty for such may depend on the degree of negligence and with existing company policies.

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:

Checked by:

Approved by:

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PROCUREMENT OFFICER

DUMAPIAS, MABEL LORDDEARIE
ACCOUNTING MANAGER

TAGALOGUIN, NURFAIZA
VP FOR FINANCE AND
ACCOUNTING