

RECORD OF ISSUED EQUIPMENTS

| | | | |
|----------------------------|------------|------------------|----------------|
| DEPARTMENT, BRANCH, OFFICE | | DATE ISSUE | CUSTODIAL CODE |
| WAREHOUSE | | January 02, 2018 | 181 |
| PROPERTY ISSUED BY | DEPARTMENT | SIGNATURE | |
| INTERO, BHEL ANTHONY | WAREHOUSE | | |
| PROPERTY ISSUED TO | DEPARTMENT | SIGNATURE | |
| INTERO, BHEL ANTHONY | WAREHOUSE | | |

DESCRIPTION OF EQUIPMENT

| | | | |
|----------------|---------------------------------|----------|-----------|
| FFE CODE | ITEM NAME (PRODUCT DESCRIPTION) | | |
| 00229 | SALT/PEPPER DISPENSER (WHITE) | | |
| ASSET CATEGORY | | QUANTITY | UNIT COST |
| | | 18 | 18.00 |

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