

RECORD OF ISSUED EQUIPMENTS

DEPARTMENT, BRANCH, OFFICE		DATE ISSUE	CUSTODIAL CODE
OROQUIETA BRANCH		May 05, 2017	10012
PROPERTY ISSUED BY CAGANDAHAN, CHARRY	DEPARTMENT OROQUIETA BRANCH	SIGNATURE	
PROPERTY ISSUED TO BULAWAN, JUVY	DEPARTMENT OROQUIETA BRANCH	SIGNATURE	

DESCRIPTION OF EQUIPMENT

FFE CODE	ITEM NAME (PRODUCT DESCRIPTION)		
00000045	CISCO 1921 ROUTER		
ASSET CATEGORY		QUANTITY	UNIT COST
SWITCH AND ROUTER		1	2,500.00

ASSET FULL DETAILS

PARTICULAR	DESCRIPTION
MANUFACTURER	linksys
MODEL	1200
NUMBER OF PORTS	5
COLOR	black
SERIAL NUMBER	6789098765

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

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ACCOUNTING MANAGER

TAGALOGUIN, NURFAIZA
VP FOR FINANCE AND
ACCOUNTING