



RECORD OF ISSUED EQUIPMENTS

DEPARTMENT, BRANCH, OFFICE		DATE ISSUE	CUSTODIAL CODE
IT - DEPARTMENT		April 14, 2017	10006
PROPERTY ISSUED BY	DEPARTMENT	SIGNATURE	
WINTER BUGAHOD	IT - DEPARTMENT		
PROPERTY ISSUED TO	DEPARTMENT	SIGNATURE	
FERNANDEZ, DON JOHN	IT - DEPARTMENT		

DESCRIPTION OF EQUIPMENT

FFE CODE	ITEM NAME (PRODUCT DESCRIPTION)		
00000037	EPSON PRINTER LQ-310		
ASSET CATEGORY	QUANTITY	UNIT COST	
PRINTER	1	10,995.00	

ASSET FULL DETAILS

PARTICULAR	DESCRIPTION
MODEL	
PRINTER TYPES	
COLOR	
BRAND	
SERIAL NUMBER	

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

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VP FOR FINANCE AND ACCOUNTING