

RECORD OF ISSUED EQUIPMENTS

DEPARTMENT, BRANCH, OFFICE		DATE ISSUE	CUSTODIAL CODE
WAREHOUSE		October 09, 2017	13
PROPERTY ISSUED BY	DEPARTMENT	SIGNATURE	
SYSTEM ADMIN	MANAGEMENT INFORMATION SYSTEM		
PROPERTY ISSUED TO	DEPARTMENT	SIGNATURE	
BHEL ANTHONY INTERO	WAREHOUSE		

DESCRIPTION OF EQUIPMENT

FFE CODE	ITEM NAME (PRODUCT DESCRIPTION)		
00013	DVD PLAYER (SAMSUNG)		
ASSET CATEGORY	QUANTITY	UNIT COST	
SOUND SYSTEM	1	2,500.00	

ASSET FULL DETAILS

PARTICULAR	DESCRIPTION
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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

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