

RECORD OF ISSUED EQUIPMENTS

DEPARTMENT, BRANCH, OFFICE		DATE ISSUE	CUSTODIAL CODE
LUMAYA SERVICE		November 14, 2017	102
PROPERTY ISSUED BY INTERO, BHEL ANTHONY	DEPARTMENT WAREHOUSE	SIGNATURE	
PROPERTY ISSUED TO BHEL ANTHONY INTERO	DEPARTMENT WAREHOUSE	SIGNATURE	

DESCRIPTION OF EQUIPMENT

FFE CODE	ITEM NAME (PRODUCT DESCRIPTION)		
00110	BREAD TOASTER (DELONGHI)		
ASSET CATEGORY		QUANTITY	UNIT COST
APPLIANCES		1	7,799.75

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
SYSTEM ADMIN