

RECORD OF ISSUED EQUIPMENTS

|                               |                  |                |
|-------------------------------|------------------|----------------|
| DEPARTMENT, BRANCH, OFFICE    | DATE ISSUE       | CUSTODIAL CODE |
| MANAGEMENT INFORMATION SYSTEM | October 22, 2017 | 51             |

|                                       |                                             |           |
|---------------------------------------|---------------------------------------------|-----------|
| PROPERTY ISSUED BY<br>SYSTEM ADMIN    | DEPARTMENT<br>MANAGEMENT INFORMATION SYSTEM | SIGNATURE |
| PROPERTY ISSUED TO<br>MICHAEL CABILIN | DEPARTMENT<br>ENGINEERING                   | SIGNATURE |

DESCRIPTION OF EQUIPMENT

|                |                                 |          |           |
|----------------|---------------------------------|----------|-----------|
| FFE CODE       | ITEM NAME (PRODUCT DESCRIPTION) |          |           |
| 00052          | COMPUTER MOUSE (A4TECH)         |          |           |
| ASSET CATEGORY |                                 | QUANTITY | UNIT COST |
| IT EQUIPMENT   |                                 | 6        | 6.00      |

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