

RECORD OF ISSUED EQUIPMENTS

DEPARTMENT, BRANCH, OFFICE		DATE ISSUE	CUSTODIAL CODE
WAREHOUSE		November 17, 2017	106
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)		
00114	AT - 40 TELEPHONE (BLACK)		
ASSET CATEGORY		QUANTITY	UNIT COST
FIXTURES		3	3.00

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
SYSTEM ADMIN