

KATIPUNAN • DIPOLOG • CARCAR • COMPOSTELA • LILOAN • PAGADIAN • OROQUIETA • IPIL • TALISAY • TAGBILARAN • SINDANGAN • ESCARIO • LAPU-LAPU • DUMAGUETE • TAGOLOAN • CDO

### **RECORD OF ISSUED EQUIPMENTS**

| DEPARTMENT, BRANCH, OFFICE | DATE ISSUE       | CUSTODIAL CODE |
|----------------------------|------------------|----------------|
| WAREHOUSE                  | October 09, 2017 | 8              |

| 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) |          |           |
|----------------|---------------------------------|----------|-----------|
| 00008          | LAPTOP COOLING FAN (GENIUS)     |          |           |
| ASSET CATEGORY |                                 | QUANTITY | UNIT COST |
| ACCESSORIES    |                                 | 1        | 45.00     |

#### **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 | ahove | are ir | hoon n | condition |
|------|---------|--------|-------|--------|--------|-----------|
| 1110 | ILCIIIS | Stateu | above | ale II | i good | COHUILION |

| Prepare | d by:        |   |
|---------|--------------|---|
|         |              |   |
|         | SYSTEM ADMIN | _ |
|         | SYSTEM ADMIN |   |

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