LLC-CSG-FR-014.00

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**IT Issuance Form**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
|  |  |  |
| **Control No.** | : |  |
| **Date** | : |  |
| **Issued to** | : |  |
| **Unit** | : |  |

**Equipment Specifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qty.** | **Unit** | **Particulars**  **(Detailed Description with Serial Number/s, if applicable** | **Acquisition Cost (In Php)** | **Property No.** |
|  |  |  |  |  |
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| --- | --- | --- |
| **REMARKS** | : |  |
|  | | |
| Issued by | : |  |
|  |  | (Signature over Printed Name) |
| Date | : |  |

I acknowledge to have received from Melody Carmela C. Mercado, the above–listed property/ies for which I am responsible, subject to the provisions of the Accounting Law, and which will be used in the office of LBP Leasing and Finance Corporation.

|  |  |  |  |
| --- | --- | --- | --- |
| Received by | | : |  |
|  |  | | (Signature over Printed Name) |
| Date | | : |  |