**Brokenshire College, Madapo, Davao City**

**ASSET MOVEMENT FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PURPOSE**   |  | | --- | |  | |  | |  | |  |   **Temporary**  **Permanent**  **Disposal/Scrap**  **Others/Specify\_\_\_\_\_\_\_\_\_** | **LOCATION**  **From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Department**  **To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Department** |

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| --- | --- | --- | --- | --- |
| QUANTITY | UNITY | PARTICULARS | ASSET TAG/CODE | REMARKS |
|  |  |  |  |  |

Prepared by: Checked by: Approved by: Received by:

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Requestor/Dept.Head Prop. Custodian GS Director/ VPFA Assignee

NOTE: Assignee hereby acknowledge the receipt of the above mentioned item/s for his care, responsibly and accountability for any loss or damage due to negligence.

FRM-GSD-31

REV. No.0