**REQUEST SLIP**

Date : \_\_\_\_\_\_\_\_\_\_\_

No. : \_\_\_\_\_\_\_\_\_\_\_

Please check the appropriate column:

* Summary of Accountability
* Request for Actual Inventory of Property, Plant & Equipment
* Transfer of Accountability (attach Checklist for Inventory of PPE Accountability)
* Request to Condemn Property, Equipment Accountability (attach PAR and Pre-repair Inspection Report)
* Others/ Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested by: (To be signed for Transfer of Accountability only)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

END-USER/Date NEW END-USER/Date

Approved: Agreed Date of Physical Inventory:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head, SPMU

Served by: Date & Time:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPMU Staff

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| --- | --- | --- | --- |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

END-USER/Date NEW END-USER/Date

Approved: Agreed Date of Physical Inventory:

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Head, SPMU

Served by: Date & Time:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPMU Staff

|  |  |  |  |
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