



AGENCY PROPERTY BORROWER'S SLIP

Employee Student Others (Office/Agency) _____

For Custodian:

Availability of Equipment: Yes No

For Borrower:

I acknowledge to have received from the Supply Management Services Office of Caraga State University the following:

Qty	Unit	Item Description	Time/Date Released	Time/Date Expected Return	Time/Date Returned	Remarks

Terms and Conditions:

That I (the borrower) shall:

1. personally returned immediately after use the borrowed items listed above to make it/them available for other users;
2. be held responsible for **LOSS and DAMAGES** while the items are in my custody;
3. willing to **REPLACE** the item(s) lost or damaged.

Note:

1. **RELEASING and RETURNING** of items are within the office hours of Caraga State University from **8:00 in the morning to 4:00 in the afternoon.**

	Borrowed by:	Issued by:	Noted by:
Signature:			
Name:			
Date:			
Contact No.:			