

F- MIS-001
 Version: 02
 Revision: 00
 Effective Date: March 24, 2018

MIS Equipment Borrower Slip

BS No.: _____

A. Contact Information of Borrower

Name: * _____
Firstname Middlename Lastname Ext Name (Jr., Sr.)

Contact No.: * _____ Email Address: * _____
 Student Employee Others, please specify: _____

B. Item description to be borrowed:

Date Needed: * _____ Expected Date of Return: * _____
 Purpose: _____

Borrower: _____ **Noted by (Supervisor):** _____
 Signature over Printed Name & Date Signature over Printed Name & Date

Approved by (ICT Head):

 Signature over Printed Name & Date

C. Item description released:

Qty	Released Items	Status

Qty	Returned Items	Status

Released by: _____ **Checked & Received by:** _____
 Signature over Printed Name & Date Signature over Printed Name & Date

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