A logo of a university

Description automatically generated

**SUPPLY AND PROPERTY MANAGEMENT UNIT**

**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

Return to Stock

Request to Condemn Property, Plant and Equipment Accountability (attach PAR/ICS and Pre-Inspection

Others/ Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(To be signed for Transfer of Accountability only)

Requested By:

Name and Signature of End-User

Name and Signature of New End-User

Agreed Date of Physical Inventory (for request for actual inventory of PPE)

Approved By:

Head, SPMU

Date and Time:

Served By:

SPMU Staff

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