**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** |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

Terms and Conditions:

 That I (the borrower) shall:

personally return IMMEDIATELY after use the borrowed items listed above to make it/them available for

other users;

2. be held responsible for LOSS & DAMAGES while the items are in my custody; and subsequently,

3. willing to REPLACE the item(s) lost or damaged.

personally return IMMEDIATELY after use the borrowed items listed above to make it/them available for

other users;

2. be held responsible for LOSS & DAMAGES while the items are in my custody; and subsequently,

3. willing to REPLACE the item(s) lost or damaged.

personally return IMMEDIATELY after use the borrowed items listed above to make it/them available for

other users;

2. be held responsible for LOSS & DAMAGES while the items are in my custody; and subsequently,

3. willing to REPLACE the item(s) lost or damaged

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.: |  |  |  |