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| Requested By: | |  | | | | | | | Department: | | |  | | |
| Purpose: | |  | Organization / Programme use | | | | | | | | |  | | Operation / Project Use |
| Programme/Project: | |  | | | | | | | | | | | | |
| **No** | **Item Requested** | | | | **V** | **M** | **E** | | **T** | **F** | **Qty** | | | **Scope of Usages** |
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| Date/Time Requested: | | | | | | | | Date/Time Returned: | | | | | | |
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| Requested by: | | | | Verified by: | | | | Requested by: | | | | | Verified by: | |
| “V-Vehicle, M-Machinery, E-Equipment, T-Tools, F-Furniture” | | | | | | | | | | | | | | |

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| For Use of Office Only | | | | | |
| Received on: |  |  | Accepted |  | Rejected |
| Note:  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |