

CITY COLLEGE OF CAGAYAN DE ORO

Supplies Request Slip

(Physical Assets/ Property Custodian)



Staff Name: _____ Signature: _____

Division: _____

Date and Time: _____

Office Supply: ☐ Consumables: ☐ Campus Maintenance: ☐

ITEMS:

No.	Materials, Tools, and Equipment (Specify Description/ Brand)	Quantity

NOTED BY:

JASON O. HERRERA

Property Custodian Officer

APPROVED BY:

Division Head

Signature Over Printed Name

NOTE: Claim slips need to be signed and approved by the appropriate Division Head in order to be considered eligible for release.

CITY COLLEGE OF CAGAYAN DE ORO

Supplies Request Slip

(Physical Assets/ Property Custodian)



Staff Name: _____ Signature: _____

Division: _____

Date and Time: _____

Office Supply: ☐ Consumables: ☐ Campus Maintenance: ☐

ITEMS:

No.	Materials, Tools, and Equipment (Specify Description/ Brand)	Quantity

NOTED BY:

JASON O. HERRERA

Property Custodian Officer

APPROVED BY:

Division Head

Signature Over Printed Name

NOTE: Claim slips need to be signed and approved by the appropriate Division Head in order to be considered eligible for release.