CITY COLLEGE OF CAGAYAN DE ORO

Supplies Request Slip (Physical Assets/ Property Custodian)





Staff Name: Division: Date and Time:		
Office Supply: Consumables: ITEMS:	Campus Maintenance:	
Materials, Tools	s, and Equipment	Quantity
(Specify Desci	ription/ Brand)	
NOTED BY:	APPROVE	D BY:
JASON O. HERRERA		
Property Custodian Officer		sion Head Over Printed Name
NOTE: Claim slips need to be signed and approved by the appro	nriata Division Haad in order to be considered	l oligible for release
CITY COLLEGE OF CAGAYAN DE ORO Supplies Request Slip (Physical Assets/ Property Custodian)		FST. 2023
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Division: Date and Time:		
Office Supply: Consumables:	Campus Maintenance:	
ITEMS:	s, and Equipment	
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NOTED BY: JASON O. HERRERA	APPROVED BY:	
Property Custodian Officer	Division Head	
	Signature Over Printed Name	