

Institutional Belongings Inventory List

Client:	<input type="text"/>	Staff code:	<input type="text"/>	Reg.No.	<input type="text"/>
Position:	<input type="text"/>	Section:	<input type="text"/>		
Joining date:	<input type="text"/>	Reported to:	<input type="text"/>		

Sl.No.	Date	Item	Quantity	Item No.	Disposal			Remarks
					Lost	Damaged	Removed	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

NB. The above Items are the belongings of the Institution which assigned upon you. On the time of termination, please produce these to concerned section office.

After collecting all Commodities...

Name & Sign of Manager:

Name & Sign of Principal:

Seal