



OUTGOING UNIVERSITY PROPERTY PASS

IMPORTANT – PLEASE READ FIRST!

- (1) This form must be signed in sequence and is considered valid only when signed by an authorized representative from the Asset Management Office.
 (2) One copy of the signed form will be retained by the Security Guard On-Duty.

Name (Last, First, Middle)	Date of Request	
	ID Number	
Email Address	@dlsu.edu.ph	Mobile Number
Position		Local Number
Office/Organization		
Purpose	<input type="checkbox"/> For transfer to the DLSU Warehouse / Asset Management Office <input type="checkbox"/> For transfer to another location _____ <input type="checkbox"/> For use outside DLSU for an official activity. The item(s) will be returned on _____	
	Activity	
	Venue	Date/Time of Activity

LIST OF OUTGOING PROPERTY

Description	Serial Number	Property Number

[1] REQUESTING PARTY	[2] APPROVAL	[3] RECORDING
<p>By signing this form, I declare that—</p> <p>(1) the information provided above is correct (2) I am a permanent employee of DLSU (3) In case of damage or loss, I am accepting responsibility over the item(s) listed above (4) I am authorized to bring out the item(s) listed above (5) I am authorized to bring out the item(s) listed above (6) If applicable, I commit to return the item(s) listed above on the date specified and have it recorded properly by the office and personnel concerned.</p>	<p>I declare that I am the accountable person for the item(s) listed above and have the authority to grant permission to issue this pass.</p> <p>_____ Signature over printed name / Date</p>	<p>Asset Management Office (Warehouse)</p> <p>_____ Signature over printed name / Date</p>
	[4] SECURITY OFFICE (GUARD ON DUTY)	
<p>_____ Signature over printed name / Date</p>	<p>_____ Signature over printed name / Date</p>	<p>Gate</p>