



OUTGOING UNIVERSITY PROPERTY PASS

Asset Management Office

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
By signing this form, I declare that— (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.		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. _____ Signature over printed name / Date		Asset Management Office (Warehouse) _____ Signature over printed name / Date
_____ Signature over printed name / Date		[4] SECURITY OFFICE (GUARD ON DUTY)		
		_____ Signature over printed name / Date		Gate