

INVENTORY OF MOVABLE ASSETS
(REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT)

As of _____

 Name of Office / Department

 Name of Accountable Officer

 Designation

SOURCE OF FUND: _____

DATE ACQUIRED	ARTICLE	DESCRIPTION	PROPERTY NUMBER	PROJECT NUMBER	MODE OF ACQUISITION	FUND CODE	UNIT OF ISSUE	UNIT VALUE	BALANCE PER CARD	ON HAND PER COUNT	TOTAL VALUE	SHORT		OVER		REMARKS
									(Qty)	(Qty)		QTY	VALUE	QTY	VALUE	
Total																

Certification

Physical Inventory Conducted :

We hereby that all items listed in this Report on the Physical Count of Property, Plant and Equipment are physically existing during the physical inventory conducted on the date specified above and hold ourselves responsible and accountable.

 CGSD Representative

 City Accounting Dept. Representative

Witnessed:

 End-User Representative

 COA Representative

 Name of Accountable Officer