

INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE PROPERTY FOR FIXED ASSETS

As of _____

Quezon City Government /
(Agency)

INVENTORY

INSPECTION REPORT

RECORD OF SALES

Articles (1)	Property No. (2)	Fund		Cost of Construction (5)	Date Constructed / Renovated (6)	No. Of Years in Service (7)	Accumulated Depreciation (8)	Net Value (9)	Remarks (10)	DISPOSITION (Appraisal)			Official Receipt No. (14)	Cost of Sales (15)
		Code (3)	Source (4)							(11)	(12)	(13)		

I HEREBY request inspection, and disposition pursuant to Section 79 of PD 1445, of the property enumerated above.
Requested by:

Request for Inspection
Approved by:

FE B. BASS
OIC, City General Services Department
City Property Custodian

Request for Verification
Approved by:

MS. RUBY G. MANANGU
City Accountant

I CERTIFY that I have inspected each and every article enumerated in this report and that the disposition made thereof was, in my judgement, the best for the public interest.

I CERTIFY that i have witnessed the disposition of the articles enumerated on this report this ____ day of _____, ____.

Approved by:

HON. MA. JOSEFINA G. BELMONTE
City Mayor

(Name & Signature of inspector)

(Name and Signature of Witness)