

**Inventory Request and Return Form - University College of Batangala**

Item		Details				
<b>Event Organized by</b>	Students			Staff		
<b>Type of the Event</b>	Academic Event		Student Function <i>(Non-Academic)</i>		Staff Event	
<b>Name of Event</b>						
<b>Approval Board</b>	BoS		BoM		Not Applicable <i>(only for staff)</i>	
<b>Date of Event</b>						
<b>Venue</b>						
<b>Duration (From – To)</b>						
<b>Requester Name</b>						
<b>Registration No. / Staff No.</b>						
<b>Contact Number/ WhatsApp</b>						
<b>Email</b>						
<b>List of Requested Equipment (with Quantity)</b>	No	Item	No of items	Condition at Issuing	Condition at Return	
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
	13					
	14					
	15					
	16					
	17					
	18					
	19					
	20					
	<i>Checked Inventory In-Charge</i>					
<i>Accepted requester</i>						

Event Management Equipment Resource Unit (EMERU)

<b>Recommendation of HoD</b> <i>(not applicable for staff)</i>		<i>Date</i>	<i>Signature</i>
<b>Recommendation of HoA</b> <i>(not applicable for staff)</i>		<i>Date</i>	<i>Signature</i>
<b>Approval of Assistant Registrar</b>		<i>Date</i>	<i>Signature</i>
<b>Issue Order by Academic In Charge</b>	<i>Request Approved – Issue Items</i>	<i>Date</i>	<i>Signature</i>
<b>Issued By – Inventory In-Charge (Signature)</b>	Issued to .....	<i>Date</i>	<i>Signature</i>
<b>Received by Requester</b>	<i>I confirm that all listed items have been received in good condition and undertake to return them on the approved date in accordance with the return conditions.</i>		

**Return**

<b>Date &amp; Time Returned</b>	
<b>Remarks</b> <i>(if any)</i>	
<b>Checked By Inventory In-Charge</b> <i>(Signature &amp; Date)</i>	
<b>Confirmed by Academic In-Charge</b> <i>(Signature)</i>	