

DE LA SALLE UNIVERSITY-DASMARIÑAS  
Accounting-Property Section  
Dasmariñas, Cavite 4115

Date \_\_\_\_\_

To : Accounting Office  
Property Section

From : \_\_\_\_\_

Dept./Unit : \_\_\_\_\_

REQUEST FOR:  Property and Equipment Inventory List  
 Latest Property Inventory Count  
 Other Property Data \_\_\_\_\_  
(Specify)

Period Covered: \_\_\_\_\_

Dept/Unit/Location: \_\_\_\_\_

Purpose of request: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Recommended by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Dean/Dept. Head

Accounting Office

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Request received by: \_\_\_\_\_ Date \_\_\_\_\_

Duplicate

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Date: \_\_\_\_\_

Request received by: \_\_\_\_\_ Date \_\_\_\_\_