



Property Issue form (internal)

Onthe following equipments/furniture are issued to
Mr/Ms.....Designation:..... of
department.

Sl. No	Particulars	Brand	Specification	Qty.	Remarks

Issued by:

Received By:

Name/Sign:
Designation:
EID/CID:
Phone#:

Name /Sign:
Designation:
EID/CID:
Phone#: