**UPLB FOUNDATION, INC.**

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**MEMORANDUM FOR EQUIPMENT**

**AND NON EXPENDABLE PROPERTY**

DATE: NO.

I acknowledge to have received from UPLBFI the following property which will be used for Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( ) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and for which I am accountable (office).

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| QTY | UNIT | NAME AND DESCRIPTION | DATE ACQUIRED | INWCR NUMBER | PROPERTY NUMBER | UNIT VALUE | TOTAL VALUE |
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| REMARKS:  |
| END USER: NOTED BY: APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Leader **DR. ENRICO P. SUPANGCO** Executive Director  |