



SOFT MEMORANDUM RECEIPT (SMR)

Date: _____

SMR No. _____

I acknowledge to have received from _____
(Name of Original Accountable Officer)
_____ , the following property/ies / equipment
(Designation)
which will be used in _____ and for which I am accountable.
(Office)

QTY	UNIT	ITEM / DESCRIPTION	PROPERTY NUMBER	UNIT VALUE	TOTAL VALUE

REMARKS

Issued by original Accountable Officer :

Conforme:

_____ (Signature over printed name)

_____ (Signature over printed name)

Date: _____

Date: _____