

MANILA INTERNATIONAL AIRPORT AUTHORITY
Property Management Division

Date: _____

F O R : **THE MANAGER / OFFICER IN-CHARGE**
Administrative Department

SUBJECT : REPORT OF **SERVICEABLE** SUPPLIES, MATERIALS, AND/OR EQUIPMENT (RSSME)

The following **serviceable** item/s is/are being returned to the PMD – Warehouse for the following reason/s:

QTY	PARTICULARS	PROPERTY NO. / SERIAL NO.	DATE PURCHASED	ACQUISITION COST	WARRANTY PERIOD & CONDITIONS	ESTIMATED USEFUL LIFE (EUL)	NET BOOK VALUE (for PPE)

Cancellation of the Memorandum Receipt relative to the above item/s is requested.
A certification from concerned office stating that abovementioned PPE has been verified and found to be still **SERVICEABLE** is hereto attached.

MISD ECD MECH'L DIV. ELECT'L DIV. BLDGS. DIV. OTHERS _____ Pls. specify

Accountable Employee:

Recommending Approval:

Title: _____

Title: _____

I hereby acknowledge receipt and physically inspected the abovementioned items and found to be in good condition.

Noted:

Storekeeper (print name & signature)

Manager/OIC, Property Management Div.

Date: _____

Approved:

Returned serviceable items are stored at the:

I. For Bulk Items:

A. Warehouse 1

Rack _____

Aisle _____

B. Warehouse 2

Rack _____

Aisle _____

II. For Fragile / Small items:

A. Storage Room 4

Cabinet A _____

Cabinet B _____

Others _____

Storekeeper , PMD
(Print Name & Signature)

Date

Posted _____
Initials of Authorized PMD personnel / Date

Updated _____
Initials of Authorized PMD personnel / Date

Not Applicable _____
Initials of Authorized PMD personnel / Date