



PROPERTY ACKNOWLEDGMENT RECEIPT FOR NEW PROPERTY ACCOUNTABILITY

Entity Name: \_\_\_\_\_

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

Fund Cluster : \_\_\_\_\_

PAR No.: \_\_\_\_\_

Table with 7 columns: Quantity, Unit, Description, Property Number, Date Acquired, Unit Cost, Total Cost. Multiple empty rows for data entry.

Issued by: Signature over Printed Name of PMD Authorized Representative Date

Received by: Signature over Printed Name of End User Position/Office Date

## **PROPERTY ACKNOWLEDGMENT RECEIPT (PAR)**

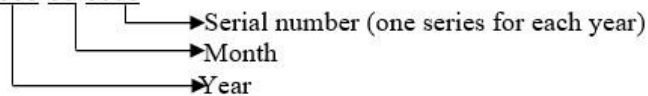
### *INSTRUCTIONS*

A. The PAR shall be used in the Supply and/or Property Division/Unit to record the issue of PPE to end-user. It shall be maintained by fund cluster. It shall be renewed every three years or every time there is a change in custodianship/user of the property.

B. This form shall be accomplished as follows:

1. **Entity Name** – name of the agency/entity
2. **Fund Cluster** – the fund cluster name/code in accordance with the UACS
3. **PAR No.** – number assigned by the Supply and/or Property Custodian for control purposes which shall be as follows:

0000-00-0000



4. **Quantity** – number of unit/s issued to the employee or user of the property
5. **Unit** – unit of measurement such as piece, set, etc.
6. **Description** – brief description or details of the property including serial number, if any
7. **Property Number** – number assigned by the Supply and/or Property Division/Unit to the property issued
8. **Date Acquired** – acquisition date of the property
9. **Amount** – acquisition cost of the property

C. The PAR shall be prepared in two copies distributed as follows:

*Original* – Supply and/or Property Division/Unit for file

*Copy 2* – Recipient or user of the property

D. The recipient or end user of the property shall acknowledge receipt of the property by signing the “Received by” portion and also indicate the date of receipt of the property. The designated Supply and/or Property Custodian shall sign the “Issued by” portion and indicate the date of issue of the property.