**RUB/REG/ADM-03/2021-2022 Date:**

**Issuance of Furniture/Equipment**

**Date of Issue:**

**Items issued to (Organization or Individual):**

**Purpose of use:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Items Issued** | **Items Received** | **Remarks** |
| **Items issued** | **Qty.** | **Signature & contact number of receiving official** | **Items Received** | **Qty.** | **Name & Signature of OVC official (Receiving item)** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |

This form shall be used for the issuance of items under good conditions.

If the items are missing/ broken or non-usable during handing taking, the borrower will replace the items with the same quality and specifications.