

UNIVERSITY OF SAN CARLOS  
Cebu City

**ASSET ACCOUNTABILITY SHEET**  
**Per Academic/Administrative Employee**

(Computerized or Typewritten in Alphabetical order- 2 copies)

Name of Employee: \_\_\_\_\_  
Faculty  Administrative Employee   
Department: \_\_\_\_\_  
Dept. Head: \_\_\_\_\_  
Campus: Main  TC  North  South

Inventory Date: \_\_\_\_\_  
**PURPOSE:** RESIGNATION   
LEAVE W/O PAY   
STUDY LEAVE   
RETIREMENT   
**Year-End Clearance** \_\_\_\_\_

Asset No.	Qty.	Name of Item	Brand/Model/Description	Serial No.	Date Acquired	Remarks
<b>CAPITALIZABLE Assets (Assets Costing P5,000.00 and above)</b>						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
		<b>TOTAL =</b>				
<b>INVENTORIABLES (Non-Consumable Assets costing less than P5,000.00)</b>						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
		<b>TOTAL =</b>				

Received by: \_\_\_\_\_  
Signature Above Printed Name (Designation)

Received by: \* \_\_\_\_\_  
Signature Above Printed Name (Designation)

Approved by: \_\_\_\_\_  
Dean/Chairman/Dept.Head  
Signature Above Printed Name

**\* (To be signed only if the employee will be on STUDY LEAVE / LEAVE w/o PAY / RESIGN/RETIRE )**