



LOGISTIC, SUPPLIES, AND CUSTODIAL SECTION
Physical Plant Services Division

OFF-CAMPUS EGRESS FORM				
Purpose				
Location				
Date and Time Borrowed			Target Date and Time of Return	
No.	Name of Tools, Equipment, and/or Materials	Quantity	To be filled-in by Custodian:	
			Date and Time of Actual Return	Remarks (If defect, describe in detail. Attach photos of defected materials)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
To continue/add another item/s, attach another form/s and indicate page number at the bottom of the page.				
Borrowed by (Name and Signature):		Position	OFFICE: (Section /Unit)	
Inspected as to availability and good condition:		JASON O. HERRERA Property Custodian		Date and Time of Inspection
Noted by:			Approved by:	
		IREIL C. ANSAY		
Office/ Director / Division Head		OIC, Director for Physical Plant Services		
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