



METROPOLITAN NAGA WATER DISTRICT		Document Code: ASDF01	
FORMS		Revision No.:	0
SUPPLY MANAGEMENT		Effectivity Date:	March 2017
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Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
 40 J. Miranda Ave., Naga City

REPORT OF WASTE MATERIALS

Gen Form No. 64(A)
 Revised July 1947
 On Hand at _____

(State place of storage)

(Bureau, Province, City or Municipality)

Item	Qty	Unit	DESCRIPTION	Record of Sales	
				O.R. Number	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					

Prepared by: _____

Signature over printed name _____ **JON LOUIE A. SANCHEZ**
 ADMIN / GEN. SERVICES CHIEF B

FIRST ENDORSEMENT

Respectfully forwarded to the PROPERTY OFFICE _____, 20____
 _____, for action.

JEREMIAS P. ABAN JR.
 (Signature of Chief of Bureau or office)
 Division Manager A
 Administrative Division
 (Official Title)

CERTIFICATE OF INSPECTOR

I HEREBY CERTIFY that this property was disposed of as follows

- Items _____ Destroyed
- Items _____ Sold at Public Auction
- Items _____ Sold at Private Sale
- Items _____ Transferred without cost to _____
- Items _____ Continued in service


Witness to disposition

Signature _____ **JOSE MA. O. BASA**
 Senior Supply Officer
 Official Designation _____


SECOND ENDORSEMENT

Respectfully returned to the _____, 20____
 _____ hereby approving the
 action of the property inspector as contained in his foregoing certificate. The proceed from the sale should
 be taken up as a credit to _____

 (Official Title)

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Republic of the Philippines METROPOLITAN NAGA WATER DISTRICT 40 J. Miranda Avenue, Naga City PURCHASE REQUEST						
DEPARTMENT:					PR No.:	
					Date:	
Item No.	Stock No.	Unit	ITEM DESCRIPTION	Qty	Unit Cost	Estimated Total Cost
1						
<p>NOTE</p> <p>1. VAT Inclusive 2. FOB MNWD, Naga City 3. Delivery Period: 4. Terms of Payment: 5. Price Validity: 6. Warranty: 7. Complete Delivery</p>						
Purpose:						
Requested by:		Reviewed by:		Noted:		Certified to be in Accordance with approved APP:
		<input type="checkbox"/> Stock Item <input type="checkbox"/> Non-Stock <u>JOSE MA. O. BASA</u> Supervising Material Planning Officer Administrative Division		<u>JEREMIAS P. ABAN, JR.</u> Division Manager A Administrative Division		<input type="checkbox"/> Bidding <input type="checkbox"/> Other modes of Procurement <input type="checkbox"/> Shopping <input type="checkbox"/> Others _____
<u>Division Manager A</u> Administrative Division						<u>JON LOUIE A. SANCHEZ</u> BAC Secretariat Head
Recommendation:		With Funds Available:		Checked by:		Approved:
<u>RENATO R. DELA CRUZ</u> BAC Chairperson		<u>EMMA A. CUYO</u> Division Manager A Finance Division		<u>MARICEL F. ALINARTE</u> Senior Internal Control Officer A		<u>VIRGINIA I. NERO</u> Acting General Manager

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METROPOLITAN NAGA WATER DISTRICT
 #40 J. Miranda Avenue, Naga City

INVENTORY CUSTODIAN SLIP					
				ICS No.:	2017
Quantity	Unit	Description	Inventory Item No.	Estimated Useful Life	
Received By: Signature Over Printed Name			Received From: JOSE MA. O. BASA Signature Over Printed Name SMPO Position/ Office		
Position / Office			Position/ Office		
Date			Date		