

## REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

### Office Equipment

(Type of Property, Plant and Equipment)

As of \_\_\_\_\_

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

For which \_\_\_\_\_ is accountable, having assumed such accountability on \_\_\_\_\_  
(Name of Accountable Officer) (Official Designation) (Entity Name) (Date of Assumption)

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS
							Quantity	Value	

Certified Correct by: _____ School/District Property Custodian	Approved by: _____ School Head/PSDS	Verified by: _____ Signature over Printed Name of COA Representative
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