**BORROWER’S SLIP**

 I acknowledged to have received from the PERFORMING ARTS UNIT of the Mountain

Province State Polytechnic College the following:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Qty** | **Unit** | **Item Description** | **Purpose/Subject** | **Time/Date Released** | **Time/Date Returned** | **Remarks** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Conditions:**

That I, the borrower shall:

1. For garments, **wash and return** the above borrowed items **immediately** after use.
2. Be responsible for the loss or damages.
3. Be willing to replace/ pay the items lost or damaged.

**NOTE:**

1. Items to be borrowed are only used for PAU performances.
2. Students shall submit their valid School Identification Card when borrowing items.
3. Releasing and returning of items are within school days only, from 8:00 – 5:00 p.m.
4. Borrowed items should be returned within a maximum of three (3) days only.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Borrowed by: | Noted by: | Issued by: | Noted by:  |
| Signature |  |  |  |  |
| Name |  |  |  |  |
| I.D. # |  | Instructor/Trainer | Materials/EquipmentCustodian, PAU |  PAU Director |
| Mobile # |  |
| E-mail Add |  |  |  |  |

**=======================================================================================**

**REPLACEMENT ORDER SLIP**

*(to be filled up by property custodian)*

This is to inform you that the items you returned to this office has the following damages:

You are hereby advised to replace the following items within 3 days for other users’ access.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Name and Signature of Custodian*

|  |  |  |  |
| --- | --- | --- | --- |
| **Qty** | **Unit** | **Item Description** | **Remarks** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**=======================================================================================**

**ACKNOWLDGEMENT**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

This is to acknowledge receipt of replacement of the above mentioned items borrowed from the PERFORMING ARTS UNIT.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Name and Signature of Custodian*

REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_