

Counting Office Supplies after Accepting an Employee's Custody Card

College / Administration		Office No/	
Job Number/		Department/	
Devices		Stationary	
Item	No.	Type	No.
Desk		Extra Screen	
Office Extension		Normal Printer	
Office Cupboard		Color Printer	
Mobile Drawers		Skinner	
Small Tea Table		Camera	
Great Tea Table		Calculator	
Rolling Chair		Ordinary Phone	
Visitor Chair		Digital Phone	
Leather/Fabric Single Sofa		Extra Screen	
Leather/Fabric Double Sofa			
Triple Leather/Fabric Sofa			
Electric Stapler			
Paper Shredder			
Large Paper Punch			
Iron Cupboard			
Small/Large Cash Box			
The Recipient's Name/		The Direct Manager/	
Signature/		Signature/	
Adoption and Compliance with the Custody Commissioner /			