



KING MULTIPURPOSE COOPERATIVE

King MPC Bldg., 4 Palma Gil St., Davao City
Tel. nos. (082) 227-1127, 226- 4636; Telefax 221-0462, 227-1128

ACCOUNTABILITY FORM

SEMI-EXPENDABLE AND NON-EXPENDABLE PROPERTY

I hereby acknowledge and received the item(s) in good condition. That this entrusted to me by King Multipurpose Cooperative which is subject for my care and safe keeping.

The item(s) is/are hereby subject for my accountability during and until may last day of employment with King Multipurpose Cooperative.

Done this _____ day of _____.
(day) (month, year)

Type of Property	General Description	Date Acquired	Property Number	Quantity	Unit Value	Total Value	Remarks

Received by:

(Accountable Employee)

(Position)

Verified by:

Noted by:

Approved by:

Records/Property Custodian

HR/Admin Manager

AGM- Admin/Finance

“Making Lives Better”