



Using, Borrowing and Returning of Equipment and Facilities

Office or Division		Supply and Property Office		
Classification		Simple		
Type of Transaction		G2C -Government to Citizen		
Who may avail:		Students, Faculty, Staff and Community		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID Letter of Request Request form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure request forms from the Supply and Property Office	Issues request forms for filling out to the students, faculty staff and community	None	2 minutes	Supply and Property Officer
2. Fill out request forms	Guides the borrower in filling out request	None	2 minutes	Supply and Property Officer
3. Bring the filled-out forms to the property office and Director for Finance and Administration.	Signs the filled-out request forms. Approves the filled-out request forms.	None	7 minutes	Supply and Property and Officer Director for Finance and Administration
4. Submit the accomplished request form/s and Hand in valid ID to the Supply and Property Office and sign in the logbook.	Receives properly filled out forms	None	7 minutes	Supply and Property Officer
HOW TO RETURN BORROWED EQUIPMENT/ TOOLS/ MATERIALS				
1. Return borrowed equipment/ tool/ material to the property office	Receives the equipment /tools/materials	None	10 minutes	Supply and Property Officer
2. Claims student's ID	Returns student's ID	None	1 minute	Supply and Property Officer
Total		None	18 minutes	

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Executive Director and Provost