MCL
Malayan Colleges Laguna

Revision no:

Revision Date:

GATE PASS FORM

CONTROL NO.
DATE

THIS IS TO ALLOW THE BEARER

NAME (EMPLOYEE OR SUPPLIER REPRESENTATIVE)

COLLEGE / OFFICE / DEPARTMENT OR NAME OF COMPANY

TO BRING OUT THE FOLLOWING ITEMS ON

DATE OF PULL OUT FROM MCL

ITEM DESCRIPTION	TAG NUMBER	UNIT	QTY	EXPECTED DATE OF RETURN	ACUTAL DATE OF RETURN

TYPE OF PULL OUT

☐ **(A) DISPOSAL** ☐ **(B) INST'L./MKTG. ACTIVITY** ☐ **(C) DONATION** ☐ **(D) REPAIR / REPLACEMENT** ☐ **(E) ON LOAN & TO BE RETURNED** ☐ **(F) OTHERS**

REFERENCES

☐ **AUTHORIZATION & ACCOUNTABILITY FORM (ACO FORM 012A) (B) (E) (F)**
☐ **PROPERTY MOVEMENT REQUEST FORM (Please specify PMR-B No.) (A)**
☐ **DONATION LETTER (C)**
☐ **PURCHASE ORDER FORM (Please specify PO No.) (D)**
☐ **PERMIT TO USE FACILITIES/EQUIPMENT (E)**
☐ **OTHERS, Please specify _____**

VERIFIED BY	VERIFIED BY (IF APPLICABLE)	APPROVED BY	RECEIVED BY	
	FOR I.T. RELATED EQUIPMENT			DATE
ASSET MGT. ASST. / DATE	OFC. FOR IT SERVICES / DATE	CAMPUS DEV. & MAIN. OFC. / DATE	DRIVER / BEARER'S NAME & SIGNATURE	PLATE NO.

IN CASE OF DISPOSAL/DONATION

RECORDED BY
FIXED ASSETS ACCOUNTANT / DATE
DISPOSAL PROCEEDS FROM DISPOSAL: _____ NET BOOK VALUE: _____ **DONATION** NET BOOK VALUE: _____

TO BE FILLED OUT UPON RETURN OF ITEM(S) ON LOAN OR ON REPAIR / REPLACEMENT

REMARKS ON ITEM(S) RETURNED	INSPECTED BY	
	FOR NON-I.T. RELATED EQUIPMENT ONLY	FOR I.T. RELATED EQUIPMENT ONLY
	DEPARTMENT/OFFICE/COLLEGE / DATE	OFC. FOR IT SERVICES / DATE
	NOTED BY	
	ACCOUNTING OFFICE / DATE	SECURITY GUARD / DATE

FORM ACO-001A

THIS FORM IS AVAILABLE AT THE ACCOUNTING OFFICE.