**Office/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Office Equipment for Repair** | **Serial Number (if applicable)** | **Date Acquired** | **Remarks****(Whereabouts)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |

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| **Equipment for Condemnation/Disposal** | **Serial Number (if applicable)** | **Date Acquired** | **Remarks****(Whereabouts)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |

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| **Semi-Expandable Gadgets for Condemnation/Disposal** | **Serial Number (if applicable)** | **Date Acquired** | **Remarks****(Whereabouts)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |