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| **Name of Property:** |  | **Office/College/Unit:** |  |
| **Property Number:** |  | **Location:** |  |
| **Category:** |  | **Supplier:** |  |
| **Serial Number:** |  | **Supplier’s Contact Details:** |  |
| **Date Acquired:** |  | **Person Accountable:** |  |
| **Acquisition Cost:** |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Date Performed** | **Service Particulars** | **Date Completed** | **Cost of Repair** | **Service Performed by (Name & Signature)** | **Remarks** *(serviceable, for condemnation)* |
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