



CARCAR WATER DISTRICT
San Vicente St., Poblacion I, Carcar City

REQUISITION AND ISSUANCE SLIP

RIS NO.

YEAR-MONTH-00000

Issued to: _____

Date: _____

Address _____ Division: _____

OR No.: _____

ITEM/MATERIALS	ACCT	QTY	UNIT/MEASURE	UNIT COST	TOTAL COST

Total:

Purpose: _____

UNCONTROLLED COPY

Requested by _____

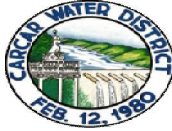
Approved by _____

Issued by _____

Received by _____

FM-WHS-01

8/20/2016



CARCAR WATER DISTRICT
San Vicente St., Poblacion I, Carcar City
RETURN MATERIAL SLIP

Division: _____
Section: _____

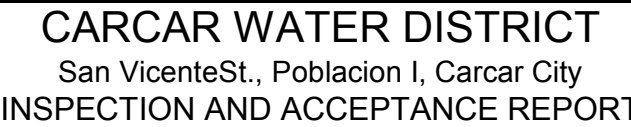
RMS no.: _____
Date: _____

STOCK NO.	UNIT	DESCRIPTION	ACCT #	QTY	UNIT PRICE	TOTAL

Purpose: _____ Total: _____

	Returned by	Received by	Posted by:	
Signature:				
Name:				
Designation:		Storekeeper	Storekeeper	Accounting Clerk

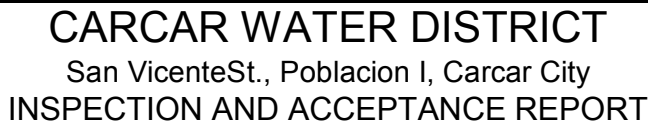
UNCONTROLLED COPY



Supplier: _____ IAR No.: _____
P.O. _____ Date: _____ Invoice No. _____ Date: _____
Requisitioning Office/Dept. _____

[illegible]

INSPECTION		ACCEPTANCE
Date Inspected: _____ <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 80px; height: 40px; margin-right: 10px;"></div> <div>Inspected, verified and found OK as to quality and specifications</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> _____ Requisitioner </div> <div style="width: 45%; text-align: center;"> _____ Receiving Officer </div> </div> <div style="text-align: center; margin-top: 20px;"> _____ Inspection Officer </div>		Date Received: _____ <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid blue; width: 60px; height: 40px; margin-right: 10px;"></div> <div>Complete</div> </div> <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid blue; width: 60px; height: 40px; margin-right: 10px;"></div> <div>Partial</div> </div> <div style="text-align: center; margin-top: 10px;"> (Pls. Specify quantity) </div> <div style="text-align: center; margin-top: 20px;"> Eddies C. Inot OIC-Admin Div. Manager </div>



Supplier: _____ IAR No _____
P.O. _____ Date: _____ Invoice No. _____ Date: _____
Requisitioning Office/Dept. _____

[illegible]

INSPECTION		ACCEPTANCE
Date Inspected: _____ <div style="border: 1px solid black; width: 100px; height: 40px; margin-left: 100px;"></div> Inspected, verified and found OK as to quality and specifications		Date Received: _____ <div style="border: 1px solid blue; width: 60px; height: 40px; margin-left: 100px;"></div> Complete <div style="border: 1px solid blue; width: 60px; height: 40px; margin-left: 100px;"></div> Partial (Pls. Specify quantity)
_____ Requisitioner	_____ Receiving Officer	
_____ Inspection Officer		Eddies C. Inot OIC-Admin Div. Manager

TEST AND REPAIR RECORD

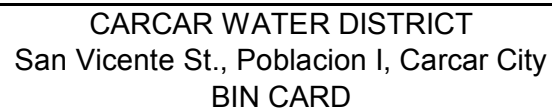
UNCONTROLLED COPY

8/20/2016

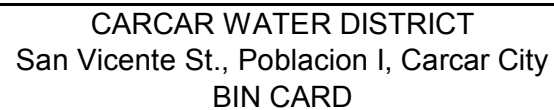
TEST AND REPAIR RECORD

UNCONTROLLED COPY

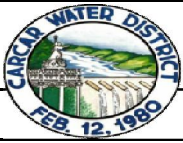
8/20/2016



FM-WHS-05 00 8/20/2016



FM-WHS-05 00 8/20/2016



CARCAR WATER DISTRICT
San Vicente St., Poblacion I, Carcar City

STOCK CARD

[illegible]

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CARCAR WATER DISTRICT
San Vicente St., Pob. I, Carcar City
MATERIALS RETURN TO SUPPLIER

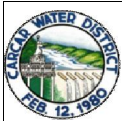
Date: _____

Supplier Name: _____		Inv. No. _____		D.R. No.: _____		P.O. No _____	
Address: Cebu City		Date: _____		Date: _____			
Description of Materials Returned	Quantity	Unit	Unit Price	Amount			
		unit(s)		-			
T O T A L							-
REASON :							
Prepared By: _____				Received By: _____			
				No.			
<div style="border-top: 1px solid black; text-align: center;">Storekeeper C</div>				<div style="border-top: 1px solid black; text-align: center;">Suppliers Representative</div>			
<div style="border-top: 1px solid black; text-align: center;">Noted By:</div>				<div style="border-top: 1px solid black; text-align: center;">Approved by:</div>			
<div style="border-top: 1px solid black; text-align: center;"><u>EDDIES INOT</u></div> <div style="text-align: center;">OIC/Division Manager Admin</div> <div style="text-align: center;">Form No. IN - 5</div>				<div style="border-top: 1px solid black; text-align: center;"><u>ENGR. EDWARD L REMO</u></div> <div style="text-align: center;">General Manager</div>			

Notes:

1. This form should be printed and prenumbered
2. This form is prepared in four copies by the storekeeper for returning defective items to suppliers.
 This form is to be distributed as follows:
 - Copy 1 - to Bookkeeper
 - Copy 2 - to Supplier
 - Copy 3 - to Purchasing Agent
 - Copy 4 - to Files of Storekeeper
3. The size of the form is 8 - 1/2" x 5-1/2"

UNCONTROLLED COPY

**CARCAR WATER DISTRICT**

San Vicente St., Poblacion I, Carcar City

Inventory Tag no. _____
Property no. _____

Article/Description: _____

Acquisition Cost: _____

Acquisition Date: _____

Condition/Other Remarks: _____

Counted by: _____

Location: _____

Date of Count: _____

COA Rep

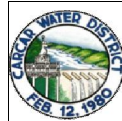
Supply Officer

Division Chief

FM-WHS-08

00

8/20/2016

**CARCAR WATER DISTRICT**

San Vicente St., Poblacion I, Carcar City

Inventory Tag no. _____
Property no. _____

Article/Description: _____

Acquisition Cost: _____

Acquisition Date: _____

Condition/Other Remarks: _____

Counted by: _____

Location: _____

Date of Count: _____

COA Rep

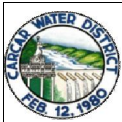
Supply Officer

Division Chief

FM-WHS-08

00

8/20/2016

**CARCAR WATER DISTRICT**

San Vicente St., Poblacion I, Carcar City

Inventory Tag no. _____
Property no. _____

Article/Description: _____

Acquisition Cost: _____

Acquisition Date: _____

Condition/Other Remarks: _____

Counted by: _____

Location: _____

Date of Count: _____

COA Rep

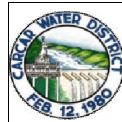
Supply Officer

Division Chief

FM-WHS-08

00

8/20/2016

**CARCAR WATER DISTRICT**

San Vicente St., Poblacion I, Carcar City

Inventory Tag no. _____
Property no. _____

Article/Description: _____

Acquisition Cost: _____

Acquisition Date: _____

Condition/Other Remarks: _____

Counted by: _____

Location: _____

Date of Count: _____

COA Rep

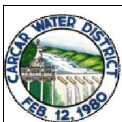
Supply Officer

Division Chief

FM-WHS-08

00

8/20/2016

**CARCAR WATER DISTRICT**

San Vicente St., Poblacion I, Carcar City

Inventory Tag no. _____
Property no. _____

Article/Description: _____

Acquisition Cost: _____

Acquisition Date: _____

Condition/Other Remarks: _____

Counted by: _____

Location: _____

Date of Count: _____

COA Rep

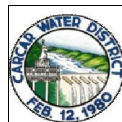
Supply Officer

Division Chief

FM-WHS-08

00

8/20/2016

**CARCAR WATER DISTRICT**

San Vicente St., Poblacion I, Carcar City

Inventory Tag no. _____
Property no. _____

Article/Description: _____

Acquisition Cost: _____

Acquisition Date: _____

Condition/Other Remarks: _____

Counted by: _____

Location: _____

Date of Count: _____

COA Rep

Supply Officer

Division Chief

FM-WHS-08

00

8/20/2016



CARCAR WATER DISTRICT
San Vicente St., Poblacion I, Carcar City
GATE PASS

Issued _____

Date: _____

SIGNATURE

SECURITY GUARD

STOREKEEPER

FM-WSH-09

00

UNCONTROLLED COPY

8/20/2016



CARCAR WATER DISTRICT
San Vicente St., Poblacion I, Carcar City
GATE PASS

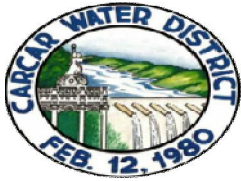
Issued _____

Date: _____

SIGNATURE

SECURITY GUARD

STOREKEEPER



CARCAR WATER DISTRICT

San Vicente St., Poblacion I, Carcar City

TOOLS ISSUED

as of _____

(MR / PAR)

ACCOUNTABLE PERSON:

Item Nos.	TOOLS	Serial #	Unit	QTY	Accq. Cost	Property Nos	Date Issued	Remarks

Conformed by:

Name of Employee

UNCONTROLLED COPY

Prepared by:

Storekeeper C

Checked & Noted by:



CARCAR WATER DISTRICT
San Vicente St., Poblacion I, Carcar City Cebu

LIST OF INVENTORY MATERIALS AND SUPPLIES

as of:

	Materials	SLC Balance	Date	SC Bal- ance	Date	Variance	On hand	Date	Remarks
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Prepared by:

Storekeeper

UNCONTROLLED COPY



CARCAR WATER DISTRICT
San Vicente St., Poblacion I, Carcar City

LIST OF UPIS ITEM

	DESCRIPTION	Location	PROP ERTY	ACCT. CODE	ACQ. COST	Actual Count	REMARKS
1							
2							
3							
4							
5							
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35							

Prepared by:

Storekeeper

UNCONTROLLED COPY



CARCAR WATER DISTRICT

San Vicente St., Poblacion I, Carcar City Cebu

REPORT OF THE PHYSICAL COUNT OF UTILITY PLANT IN SERVICE (UPIS)

As of _____

For which _____ **Administrative Division Manager** of **CARCAR WATER DISTRICT** is accountable, having assumed such accountability on _____
(Name of Accountable Officer) (Official Designation) (Agency) (Date of Assumption)

ARTICLE	DESCRIPTION		PROPERTY NUMBER		BALANCE PER		ON HAND PER				REMARKS	EST. USEFUL LIFE	DEP'N ENDS
					Quantity	Acquisition Cost	Quantity	Acquisition Cost	Quantity	Acquisition Cost			
1													
2													
3													
TOTAL AMOUNT													
RUNNING TOTAL AMOUNT													

PREPARED BY COMMITTEE:

Name and Signature of Member,
Inventory Committee

Name and Signature of Member,
Inventory Committee

Name and Signature of Member,
Inventory Committee

Name and Signature of Member, Inventory Committee

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CERTIFIED CORRECT BY:

APPROVED BY:

Name and Signature of Chairman, Inventory Committee

Name and Signature of Head of Agency



For which _____, **Storekeeper** **CARCAR WATER DISTRICT** is accountable, having assumed such accountability on _____

(Date of Assumption)

[illegible]

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Name and signature of Member, Inventory Committee

APPROVED BY:

Name and Signature of Head of Agency



CARCAR WATER DISTRICT

San Vicente., Poblacion I, Carcar City Cebu

SUMMARY OF LOST TOOLS/EQUIPMENT

As of _____

Name of Personnel	Property #/Reference #	DESCRIPTION	Replacement Cost	Accum. Dep'n	Total Amount	GRAND TOTAL	Schedule of Payment	Signature
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			

Prepared By:

Submitted to:

Storekeeper C

UNCONTROLLED COPY

Division Manager/OIC-Finance

Noted By:


Approved By:

Division Manager/OIC-Admin


General Manager

Received copy:

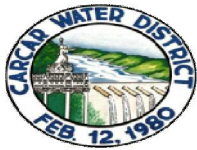
Signature

<div><div>CARCAR WATER DISTRICT San Vicente., Poblacion I, Carcar City Cebu Requisition and Issuance Slip- Reconnection of Meter</div></div>							
Division:				Responsibility Center Code		RIS NO. Date	
Office/Issued to:							
OR #:				ISSUANCE			
Requisition and Issuance Slip							
Stock #	Description	Unit	Qty	Qty	Unit Cost	Total Cost	Remarks
Purpose:				Location:			
Requested by:		Approved by:		Issued by:		Received by:	
Signature:							
Printed Name:							
Designation:							
Date:							

FM-WHS-16008/20/2016

<div><div>CARCAR WATER DISTRICT San Vicente., Poblacion I, Carcar City Cebu Requisition and Issuance Slip- Reconnection of Meter</div></div>							
Division:				Responsibility Center Code		RIS NO. Date	
Office/Issued to:							
OR #:				ISSUANCE			
Requisition and Issuance Slip							
Stock #	Description	Unit	Qty	Qty	Unit Cost	Total Cost	Remarks
Purpose:				Location:			
Requested by:		Approved by:		Issued by:		Received by:	
Signature:							
Printed Name:							
Designation:							

FM-WHS-160008/20/16



CARCAR WATER DISTRICT
San Vicente St., Poblacion I, Carcar City
GATE PASS/Recon. Of W.M.

RIS NO.
YEAR-MONTH-00000

Issued to: _____ Date: _____
Address _____ Division: _____ OR No.: _____

ITEM/MATERIALS	ACCT	QTY	UNIT/MEASURE	UNIT COS	TOTAL COST

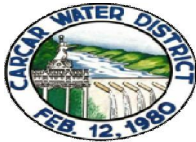
Total:

Purpose: _____

Requested by _____ Guard _____ Issued by _____ Received by _____

FM-WHS-17 00 8/20/2016

UNCONTROLLED COPY



CARCAR WATER DISTRICT
San Vicente St., Poblacion I, Carcar City
GATE PASS/ RECON.

RIS NO.
YEAR-MONTH-00000

Issued to: _____ Date: _____
Address _____ Division: _____ OR No.: _____

ITEM/MATERIALS	ACCT	QTY	UNIT/MEASURE	UNIT COS	TOTAL COST

Total:

Purpose: _____

Requested by _____ Guard _____ Issued by _____ Received by _____

FM-WHS-17 00 8/20/2016

UNCONTROLLED COPY



CARCAR WATER DISTRICT

San Vicente St., Poblacion I, Carcar City
PULL OUT MATERIALS AND SUPPLIES FORM
On Non-Working Days

Name: _____
Date and Time: _____

No.	Description	QTY	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Purpose: _____

Pull out by : _____ Released by: _____
Signature Name & Signature (Security Guard)

FM-WHS-18 00 8/20/2016



CARCAR WATER DISTRICT

San Vicente St., Poblacion I, Carcar City
PULL OUT MATERIALS AND SUPPLIES FORM
On Non-Working Days

Name: _____
Date and Time: _____

No.	Description	QTY	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Purpose: _____

Pull out by _____ Released by: _____
Signature Name & Signature(Security Guard)

FM-WHS-18 00 8/20/2016



CARCAR WATER DISTRICT

San Vicente St., Poblacion I, Carcar City
PULL OUT MATERIALS AND SUPPLIES FORM
On Non-Working Days

Name: _____
Date and Time: _____

No.	Description	QTY	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Purpose: _____

Pull out by : _____ Released by: _____
Signature Name & Signature(Security Guard)

FM-WHS-18 00 8/20/2016



CARCAR WATER DISTRICT

San Vicente St., Poblacion I, Carcar City
PULL OUT MATERIALS AND SUPPLIES FORM
On Non-Working Days

Name: _____
Date and Time: _____

No.	Description	QTY	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Purpose: _____

Pull out by _____ Released by: _____
Signature Name & Signature(Security Guard)

FM-WHS-18 00 8/20/2016

UNCONTROLLED COPY



CARCAR WATER DISTRICT
San Vicente St., Pob. I, Carcar City
METER CALIBRATION REPORT

Date: _____

Line No.	Name & Meter/Number		Qt	Qmin	Remarks
		Accuracy Limits	Plus & Minus 2%	Plus & Minus 5%	
		Limits	39.2 to 40.8 liters	(19-21) or (38-42) liters	
		Flow Rate	240 lph	40 lph	
		Test Volume	40 liters	20 or 40 liters	
		Approx. Time	10 minutes	30 to 60 minutes	
1		Finish			
		Start			
		Difference			
2		Finish			
		Start			
		Difference			
3		Finish			
		Start			
		Difference			
4		Finish			
		Start			
		Difference			
5		Finish			
		Start			
		Difference			
6		Finish			
		Start			
		Difference			
7		Finish			
		Start			
		Difference			
8		Finish			
		Start			
		Difference			
9		Finish			
		Start			
		Difference			
10		Finish			
		Start			
		Difference			

Noted by: _____
EDDIES INOT
OIC/Division Manager Admin

Tested by: _____
ARIEL PARILLA
Utility Worker II-B

Assisted by: _____
Utility Worker II-A

UNCONTROLLED COPY

Approved by: _____
ENGR. EDWARD L. REMO
General Manager