**ANNEX E**

**INVENTORY OF MOTOR VEHICLES**

For the Quarter Ended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Government Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location (Barangay, City/Municipality, Province, Region): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Assigned to:  (Organizational Unit & Official) | Qty. | Description  (Year of Mfr., Manufacture’s Name/Model, Etc.) | Specifications | | | | Acquisition | | Running Condition | Remarks |
| Vehicle Use | No of Cyl. | Engine Displacement | Fuel Type | Year | Cost |
|  |  |  |  |  |  |  |  |  |  |  |

Prepared by: Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND SIGNATURE OF NAME AND SIGNATURE OF

GENERAL SERVICES OFFICER/ LOCAL CHIEF EXECUTIVE

PROPERTY CUSTODIAN

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND SIGNATURE OF

CHIEF ACCOUNTANT