

ANNEXURE IV

(Equipment Registration Form)

Government Procurement and Property Management Division

Ministry of Finance

I. **General Information:**

Agency Name:

Property Type: _____ Acquisition Type: _____

Function of the Property: _____

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Financial Information

• Date of Procurement: _____

• Purchase Order Date: _____

• Purchase Order No: _____

• Source of Funding: _____ Vendor/Supplier: _____

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Technical Information

Make: _____ Type: _____ Equipment Type: _____

Serial No: _____ Model No: _____

Acquisition Cost (Nu.) _____

Specification: _____

REMARKS: _____

(Prepared by)

Signature, Date

Name & Designation

Government Procurement and Property Management Division

Instructions to Annexure IV– Equipment Registration Form

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|--------------------------------|--|
| 1. Agency Name | : Ministries, Autonomous bodies and Judiciaries (Eg. MoF) |
| 2. Property type | : Equipment |
| 3. Acquisition type | : Purchase/Gift/Donation (if any) |
| 4. Description of the property | : Brief particulars of the Asset |
| 5. Function of the property | : Office use (any other purpose served by the particular item) |
| 6. Purchase Order No | : Supply Order No. Eg. (FM/DNP/GP-32/2017-18/111) |
| 7. Source of Funding | : RGoB/if any other sources |
| 8. Vendor/Supplier | : Company/Supplier's Name |
| 9. Make | : (Example HP, EPSON, Brother, Xerox etc. |
| 10. Type | : HP Laser jet/Brother Printer/EPSON etc. |
| 11. Equipment Type | : Example – Laptop/Printers falls under ICT equipment type, |
| 12. Serial No | : An identification number showing the manufactured No. |
| 13. Model No | : Unique number given to each product |
| 14. Acquisition Cost | : Cost (Nu.) of the product |
| 15. Specification | : Detailed specification of the assets |