

United Nations Development Programme




Asset & Inventory Form


Item	Profile	Asset ID	Description	Serial No.	Location	Custodian
1	Furn		Blue Workstation		RSD	Paula
2	ITC	000000001601	Dell Monitor	8RXBS72	RSD	Paula
3	ITC	000000001747	Dell Laptop	8KT2QQ2	RSD	Paula
4	Furn		Pedestal		RSD	Paula
5	Furn		Black Swivel Chair		RSD	Paula

The custodian fully responsible to ensure that adequate controls are in place so that the equipment procured from UNDP funds is:

- Always properly maintained and safeguarded,
- kept in good working condition during their economic life,
- used strictly for the purpose of the programme/project

It is understood and agreed that in case of damage, theft or loss of asset(s)/equipment(s), the custodian must provide the UNDP country office with a report, including a police report, giving full details of the events leading to the loss of the equipment, for which UNDP will be allowed to undertake the necessary action in accordance with the appropriate UNDP policies.

Custodian : Paula Cirikiyasawa
 Signature: 
 Date: 30-Mar-2020

Asset Focal Point: Arishma Lal
 Signature: 
 Date: 25/03/2020