

United Nations Development Programme



Asset & Inventory Form

Item	Profile	Asset ID	Description	Serial No.	Location	Custodian
1	Furn		Pedestal		RSD	Luke
2	Furn		Black Swivel Chair		RSD	Luke
3	Furn		Green Workstation		RSD	Luke
4	ITC		Dell Laptop	4ZQWQC2	RSD	Luke
5	ITC		Dell Monitor	947R202	RSD	Luke
6	Furn		Green arm chair [visitor]		RSD	Luke
7	Furn		wooden book shelves[5shelves]		RSD	Luke

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 : Luke Koroisave
 Signature: *Luke Koroisave*.....
 Date: 31-Mar-2020.....

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