

United Nations Development Programme



Asset & Inventory Form


Item	Profile	Asset ID	Description	Serial No.	Location	Custodian
1	Furn		Wooden Cabinet[2drawer]		RSD	Noud
2	Furn		Black Swivel Chair		RSD	Noud
3	ITC		Dell Monitor[x2]	BWDM6N2	RSD	Noud
4	ITC		Dell Laptop		RSD	Noud
5	Furn		Blue arm chair (x4)		RSD	Noud
6	Furn		Console		RSD	Noud
7	Furn		Tall Cabinet with glass door and drawer		RSD	Noud
8			Colour Printer -MFPM227DW	VNB8JDB3XH	RSD	Noud

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 : Noud Leenders
 Signature: 
 Date: 31-Mar-2020

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