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HSSC-ISO	Written by: Mr Albert Ng	Page: 1 of 1
at Q:\ISO\WI-75-18-2\常用表格	Approved by: Ms Linda Ng	Effective: 01/09/2008
RF-75-18-2~Form 05	學會-校隊物資存銷紀錄表	Ver.: 1.0

Club / Team Inventory records as at:

Name of Club / Team :

Item	Bal b/f (a)	Purcahses Date	Item (b)	Total Costs	Items written off due to damage / lost (c)	Bal c/f (a) +(b) - (c)	Location

Prepared by:

Checked and approved by: