

INVENTORY CUSTODIAN SLIP (ICS)

INSTRUCTIONS

- A. The ICS is a form used by the Supply and/or Property Custodian to issue tangible items amounting to less than P50,000 to end-user to establish accountability over them.
- B. This form shall be accomplished as follows:
1. **Entity Name** – name of the agency/entity
 2. **Fund Cluster** – fund cluster name/code in accordance with UACS
 3. **ICS No.** – control number assigned by the Supply and/or Property Division/Unit
 4. **Quantity** – number of units of the inventory item issued to the employee or end-user concerned
 5. **Unit** – unit of measurement of goods/property requested (i.e., piece, roll, box, ream, etc.)
 6. **Amount:**
 - **Unit Cost** – unit cost of the inventory item
 - **Total Cost** – the total cost of the inventory item (Quantity x Unit Cost)
 7. **Description** – brief description or details of the items issued to the employee concerned, including serial number in case of semi-expendable property
 8. **Inventory Item No.** – property number assigned to the inventory item issued
 9. **Estimated Useful Life** – estimated useful life of the item issued
- C. This form shall be signed and dated by the designated Supply and/or Property Custodian on the “Received from” portion and by the recipient or end-user of the inventory on the “Received by” portion.
- D. The ICS shall be prepared in two (2) copies distributed as follows:
- Original* – Supply and/or Property Division/Unit
Copy 2 – Recipient or end-user of the inventory