

Date: -----

“Inventory Log”

Student Information:

- Department of: _____
- Student Name: _____
- Student Roll Number: _____
- Cell Phone Number: _____
- Email Address: _____

Purpose of Taking Items: _____

Degree Program:

- B. Sc. (Hons.) Agriculture
- M. Sc. (Hons.) Agriculture

Date	Item Description/Code	Quantity Taken	Quantity Returned	Expected Return Date	Signatures

Laboratory Cognizance

Signatures:

- Borrower: _____
- Received by: _____
- Returned by: _____
- Laboratory Assistant: _____

Instructions:

1. Fill in the Date, Item Description/Code, Quantity Taken, Quantity Returned, and Expected Return Date columns for each transaction.
2. The borrower should sign in the "Borrower" section when taking items, and again in the "Returned by" section when returning them.
3. The laboratory assistant should sign in the designated section when giving out items.
4. Keep this log sheet in a secure location for record-keeping.
5. Items should only be taken for authorized academic purposes within the Department of Plant Pathology.
6. Report any damaged or missing items immediately to the laboratory assistant.
7. Do not loan or transfer items to other individuals without prior approval.
8. Return all borrowed items promptly by the expected return date to ensure availability for others.
9. Notify the laboratory assistant if any changes or updates to your contact information occur.
10. This log sheet is subject to audit and inspection by department personnel.
11. Do not alter or tamper with any inventory records on this sheet.
12. Do not remove any items from the department premises without proper authorization.
13. Notify the laboratory assistant in case of emergencies, such as spillage, accidents, or equipment malfunction.
- 14.** Always handle equipment & supplies with care to prevent any damage or loss.

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