



RACL Property Registration Form (new purchase)

Property Information

Property name: _____

Brand _____ Model _____ Serial No _____

Date purchased _____ Value when purchased _____

Staff	Print Name	Signature
Purchaser		
Accountant		
Principal		

Location and Keeper Information

Location _____

Keeper's Name _____ (Chinese) _____ (English)

Keeper's telephone _____ Email _____

Signature _____ Date _____

Registration No (Assigned by RACL Property Manager) _____

Note: This form is used for RACL property registration of new purchase. Please try to fill in all the information, and return the form to RACL Property Manager. Filling out this form and getting all the required the signatures is the prerequisite for reimburse process. After the property is registered at school database, you will receive a label of registration number. Then, you need to peel off the label, and adhere to the property. RACL will implement annual/periodical property registration procedure to ensure property management. **Location** can be the Keeper's home, or specified places. Thanks for you cooperation.