

UNRETURNED TOOL CONTROL

NO	ITEM	CONTROL ID	REASONS	ACTIONED BY	REMARK	STORE INITIAL

INSTRUCTION FOR FILL OUT THE GAM E-056 UNRETURNED TOOL CONTROL

GENERAL	
NO.	Insert the number accordingly.
ITEM	Insert the name of an items.
CONTROL ID	Insert the items identification as shown on the body of the items.
REASONS	Insert the unreturned reasons.
ACTION BY	Insert name of store personnel has release an item.
REMARK	Insert of any remarks about an item.
STORE INITIAL	Insert the initial of the storeman in-charge or on duty.