**CHARGE-OUT FORM**

**CHARGE-OUT CARD DESCRIPTION:**

* A Charge-Out system shall be used for borrowed file material. Each borrowed document must be recorded using the table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date Borrowed** | **Subject Description** | **Name of Borrower** | **Office/Division/Section/Unit** | **Date Returned** | **Remarks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |