

PERSONAL PROPERTY CONTROL

PURPOSE : (Check appropriate box)

ACQUISITION TRANSFER LOAN EXCESS

FROM:
 Bureau (Your Office)
 Organization Code _____
 Location (Your Room Number)
 Custodian Name (Custodian's name)
 Cust. # _____
 Address: _____
 Phone # _____ Room # _____
 Accounting Class _____

TO:
 Bureau Shipping and Receiving
 Organization Code _____
 Location B-511
 Custodian Name _____ Cust. # _____
 Address: _____
 Phone # _____ Room # _____
 Document # _____ Receipt Date _____
 Accounting Class _____ Object Class _____
 Possession Code _____ Utilization Code _____

* **CONDITION CODE:** 1= Unused-Good, 2=Unused-Fair, 3=Unused-Poor, 4= Used-Good, 5=Used-Fair, 6=Used-Poor, 7=Repairs Required (15% or less of acquisition cost.) 8 =Repairs Required (16-40% of acquisition cost), 9=Repairs Required (40-65% of acquisition cost), X=Salvage, S=Scrap

BAR CODE NO	MANUFACTURER	DESCRIPTION	MODEL NO	SERIAL NO.	ORIGINAL ACQUISITION AMOUNTS	*
		Security Container - Surplus				

APPROVAL/RECEIPT OF RELEASING OFFICIAL

SIGNATURE	TITLE	DATE
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APPROVAL/RECEIPT OF RECEIVING OFFICIAL

SIGNATURE	TITLE	DATE
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RELEASING OFFICE