

Notification of Receipt of Personal Property

1. Printed Name of Receiving Official			2. Phone		
3. Acquisition Document Number or Credit Card Transaction Number			4. Institute or Center		
5. Date Received	6. Date Accepted/Put in Service	7. Vendor			

Property List

Required Item Information				Location of Property	
8. Procurement Line Item	9. Manufacturer (<i>NOT VENDOR</i>)	10. Model Number	11. Serial Number	12. Building	13. Room
14. Signature of Receiving Official			15. Date		

Instructions for Preparation of Notification of Receipt of Personal Property

Blocks 1. through 4. are self-explanatory.

Block 5. Record the date the title transferred for the item (either date shipped for FOB Origin shipments; or the date custody transferred from the vendor or vendor's transportation to the Government for FOB Destination shipments.)

Block 6. Record the date the item was inspected and accepted or the date the item was placed in service, if known.

Block 7. Record the name of the vendor that sold the item to the Government.

Block 8. Record the line item from the procurement document

Block 9. Record the actual manufacturer of the item, NOT THE VENDOR.

Block 10. Record the model number of the item which shows on the official manufacturer's identification plate. Do not record the colloquial model, e.g., laserjet.

Block 11. Record the serial number of the item from the official manufacturer's identification plate. Do not record spaces or special characters, for example -/*.

Block 12. Record the building where the item is located.

Block 13. Record the room where the item is located.

Block 14. Sign the document.

Block 15. Date the document.