

DEPARTMENT OF HEALTH AND HUMAN SERVICES
NATIONAL INSTITUTES OF HEALTH
SHIPPING/TRANSFER ORDER & RECEIPT DOCUMENT
CONTRACT PROPERTY

1. DOC. NO. & DATE

NOTE: THIS FORM WILL BE USED FOR ALL SHIPMENTS/TRANSFERS OF GOVERNMENT PROPERTY INTO AND OUT OF NIH CONTRACTS. FOR OTHER TRANSFERS USE FORM NIH649.

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2. INSTRUCTIONS TO CONSIGNOR

- ☐ 2a. Ship listed property to consignee by the safest and most economical mode of transportation (See Blocks 5 & 8 below)
- ☐ 2b. Release listed property to consignee who will arrange transportation.
- ☐ 2c. Transfer listed property to contract Indicated in Block 8b. No movement involved.
- ☐ 2d. Transfer listed property to consignee. No movement involved.

3. INSTRUCTIONS TO CONSIGNEE

Acknowledge receipt of property by signing Block 10 below. List all exceptions separately.

DO NOT MAKE CHANGES ON THIS DOCUMENT.

Return only last copy of this form.
Return all other copies to:

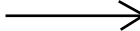
National Institutes of Health
Attn: Research Contracts Property Admin.
Bldg. Room
9000 Rockville Pike
Bethesda, MD 20892

4. PAYMENT OF SHIPPING CHARGES WILL BE

- ☐ 4a. PREPAID Paid by consignor who may bill the government under contract indicated in Block 7b.
- ☐ 4b. COLLECT Paid by consignee who may bill the government under contract indicated in Block 8b.
- ☐ 4c. GBL-COLLECT Paid by government under GBL after receipt of shipment. (See Block 6 below)

5. SHIPPING ADDRESS (Consignee Destination)

6. Carriers should forward freight bill and bill of lading to National Institutes of Health,
Shipping & Receiving, Building 13, Room 13001, 9000 Rockville Pike, Bethesda, MD
20892. Phone (301) 496-6028

To expedite payment, refer to this account no. 

6a. CAN TO BE CHARGED

7. TRANSFERRED FROM (Consignor)

7a. *CONTRACTOR (OR ICD) SEE BLOCK 7h.

8. TRANSFERRED TO (Consignee)

8a. CONTRACTOR (OR ICD)

7b. CONTRACT NO.	7c. CUSTODIAL CODE	PIN	8b. CONTRACT NO.	8c. CUSTODIAL CODE	PIN
7d. AUTHORITY	7e. PLT. CLEAR CASE (PCC)		8d. MARK FOR	8e. AFFIX ENCLOSED DECALS EXACTLY AS SHOWN BELOW	
7f. PROPERTY ADMIN.	7g. DATE		8f. PROPERTY ADMIN.	8g. DATE	

***7h. CONSIGNOR CERTIFIES THAT THE PROPERTY LISTED BELOW IS FREE FROM ALL HAZARDS
INCLUDING BIOLOGICAL, CHEMICAL, AND RADIOACTIVE CONTAMINATION.**

ITEM NO. 9a.	DESCRIPTION. (INCLUDE NSN, MFGR, MODEL, TYPE, CAPACITY, DIMENSIONS, ETC.) 9b.	QUANTITY 9c.	MFGR. SERIAL NO. 9d.	NIH PROPERTY NO 9e.	COND. CODE 9f.	ACQUISITION COST 9g.

10. RECEIVING DATA (Consignee)

RECEIPT IS
ACKNOWLED-
GED EXCEPT
AS NOTED

SIGNATURE & TITLE

PROP
ACCT

BY

DATE

PROP
UTIL

BY

DATE

12. COST DATA

TOTAL NOR

TOTAL G/L

GRAND TOTAL

\$

\$

\$

13. Conignor is hereby relieved from accountability for
listed property under contract indicated in Block 7b.

SIGNATURE

DATE