

GENERAL SERVICES ADMINISTRATION

RECEIVED FROM *(Organizational Unit)*

RECEIPT FOR PROPERTY

STOCK NUMBER	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST

IT IS UNDERSTOOD THAT I AM PERSONALLY ACCOUNTABLE FOR THE PROPERTY LISTED ABOVE AND THAT I SHALL BE HELD FINANCIALLY LIABLE FOR LOSS OR DAMAGE UNLESS OTHERWISE RELIEVED BY APPROPRIATE SURVEY ACTION.

SIGNATURE	ORGANIZATIONAL LOCATION	TELEPHONE
APPROVED BY	SIGNATURE	DATE

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