

PERSONAL PROPERTY CONTROL

PURPOSE : (Check appropriate box)

ACQUISITION TRANSFER LOAN EXCESS

FROM:
Bureau ITA

Organization Code _____

Location DOA/OOMS

Custodian Name Rob Lowe

Cust. # 00000000

Address: 14th & Const., NW

Phone # 202-482-1212 Room # 1001

Accounting Class 001/XXXXXX/XXXX

TO:
Bureau Company Name

Organization Code _____

Location _____

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	*
CD000000000	Savin	Copier will be used as a trade-in for new copier	C7428	25423922	\$10,500	
	Attach A	Copy of the Purchase Order				

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