

Logistics Management Office Supply Branch

Frequently Asked Questions

HAND RECEIPT HOLDER:

Q. Why do we have Hand Receipt Holders?

A. The Property Book Officer keeps an accounting of Government owned or leased property. Hand Receipt Holders are appointed by the Property Book Officer to be responsible for these property book items. Hand Receipt Holders are normally Supervisors and work closely with those using the items.

Q. What happens when Hand Receipt Holder is required to be absent from the duty location for an extended period?

A. If Hand Receipt Holder is required to be away for over 30 days, a new Hand Receipt Holder should be appointed.