

Logistics Management Office Supply Branch

Frequently Asked Questions

PROPERTY TRANSFER:

Q. As a Hand Receipt Holder, what if I no longer have a need for an item on my hand receipt account, but another hand receipt holder does?

A. Prepare a ENG Form 4900 (Property Control Receipt) to transfer between Hand Receipt Accounts. Both losing and gaining Hand Receipt Holder must sign the document. Also, the Property Book Officer needs a copy to transfer the item from one account to the other.

Q. How can I transfer an item to another district?

A. Coordinate with the PBO as this transfer will be between property books. Prepare ENG Form 4900 (Property Control Receipt). Provide name, phone number, and facsimile number of receiving PBO so document can be forwarded, signed by recovery PBO, and returned.