

MISDESCRIPTION CLAIMS RECORD

CLAIM NUMBER	SALES NUMBER	ITEM NUMBER	CONTRACT PRICE
CONTRACT NUMBER	DATE RECEIVED	DATE POSTMARKED	<input type="checkbox"/> TIMELY <input type="checkbox"/> UNTIMELY
PURCHASER'S NAME AND ADDRESS (Give complete address including ZIP Code)		ALLEGED MISDESCRIPTION	
NAME OF HOLDING ACTIVITY	NAME OF CUSTODIAN	TELEPHONE NUMBER	DATE PROPERTY REMOVED
DATE	BRIEF CHRONOLOGY OF EVENTS (Attach supporting documents)		

SALES CONTRACTING OFFICER'S RECOMMENDATION/DETERMINATION

NAME OF CONTRACTING OFFICER (Print or type)	SIGNATURE	DATE
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SALES OFFICE ACTION

CONCUR NONCONCUR (Explain):

NAME (Print or type)	SIGNATURE	DATE
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LEGAL SUFFICIENCY APPROVAL (as necessary)

FINAL SETTLEMENT

DENIED APPEALED CLOSED OTHER (Explain):
 CANCELLED \$ _____ REFUND PROPERTY RETURNED \$ _____ REFUND

BRIEF STATEMENT COVERING FINAL SETTLEMENT