



Chief Administrative Officer

B-227 Longworth House Office
Washington, DC 20515-6607
202-225-8000 FAX: 202-226-6637

Please drop off
in B227 LHOB

EQUIPMENT INSTALLATION / ACCEPTANCE NOTICE

Purchase Order #: _____

Office Name: _____

Installation Location: _____

Vendor: _____

EQUIPMENT ACCEPTED / INSTALLED

By signing this form you are accepting and authorizing payment on this equipment. The CAO inventory process will begin after payment has been processed. The installation date and the warranty period will commence on the CAO time stamp date.

Make / Model

Serial Number

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

MAINTENANCE REMOVAL NOTIFICATION

As a result of accepting the above equipment, maintenance should be canceled on the equipment below. Offices may want to consult with the vendor for assistance in determining which equipment may no longer be needed. These changes will not become effective until this form is signed by both the vendor and the Member of Congress/Officer and is delivered to First Call. All maintenance adjustments/cancelations will become effective on the CAO time stamp date. **No retroactive cancellations will be accepted.**

Make / Model

Serial Number

Assest Number

Reason for Cancel

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NO MAINTENANCE ACTION TO BE TAKEN (Must be checked if no equipment is listed above)

Signature of Member of Congress/House Officer

Signature of Vendor