

| STANDARD FORM 120 REV.<br>APRM. 1957<br>GEN SERV. ADMIN.<br>FPMR (41 CFR) 101-43.311   |  | <b>REPORT OF<br/>EXCESS PERSONAL<br/>PROPERTY</b>                            |  | 1. REPORT NO.                                 | 2 DATE MAILED                               | 3.TOTAL COST<br><br>\$  |                             |
|--|--|--|--|---|---|---|-----------------------------|
| 4. TYPE<br>OF REPORT   | (Check one only of<br>"a," "b," "c," or "d,"                           | <input type="checkbox"/> a. ORIGINAL<br><input type="checkbox"/> b.CORRECTED | <input type="checkbox"/> c. PARTIAL W/O<br><input type="checkbox"/> d. TOTAL W/O | (Also check "e" and/or "f"<br>if appropriate) |   | <input type="checkbox"/> e. OVERSEAS<br><input type="checkbox"/> f. CONTRACTORS INV |                             |
| 5. TO (Name and Address of Agency to which report is made) THRU                        |  |  |  |   | 6. APPROP. OR FUND TO BE REIMBURED (If any) |   |                             |
| 7. FROM (Name and Address of Report Agency)  |  |  |  |   | 8. REPORT APPROVED BY (Name and Title)      |   |                             |
| 9. FOR FURTHER INFORMATION CONTACT (Title Address and Telephone No.)                   |  |  |  |   | 10. AGENCY APPROVAL (If applicable)         |   |                             |
| 11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title Address and Telephone No.) |  |  |  |   | 12. GSA CONTROL NO.                         |   |                             |
| 13. FSC GROUP<br>NO.   | 14. LOCATION OF PROPERTY (If location is to be<br>abandoned give date) |  |  | 15. REIM/REQD                                 |   | 16. AGENCY CONTROL NO.  | 17. SURPLUS<br>RELEASE DATE |
|  |  |  |  | YES   | NO  |   |                             |
| 18. EXCESS PROPERTY LIST   |  |  |  |   |   |   |                             |
| ITEM NO.   | DESCRIPTION  | COND.  | UNIT   | NUMBER<br>OF UNITS                            | ACQUISTION COST                             |   | FAIR<br>VALUE<br>%          |
| (a)  | (b)  | (c)  | (d)  | (e)   | PER UNITS                                   | TOTAL   | (h)                         |
|  |  |  |  |   | (f)   | (g)   |                             |

|  |   |   |  |  |                                  |   |
|--|---|---|--|--|----------------------------------|---|
| STANDARD FORM 120 REV.<br>APRM. 1957<br>GEN SERV. ADMIN.<br>FPMR (41 CFR) 101-43.311   |   | <b>REPORT OF<br/>EXCESS PERSONAL<br/>PROPERTY</b>                                       |  | 1. REPORT NO.<br><b>1131N5-2342</b>  | 2 DATE MAILED<br><b>7 DEC 92</b> | 3.TOTAL COST<br><b>\$ 1,650.00</b>  |
| 4. TYPE<br>OF REPORT   | (Check one only of<br>"a," "b," "c," or "d,"  | <input checked="" type="checkbox"/> a. ORIGINAL<br><input type="checkbox"/> b.CORRECTED | <input type="checkbox"/> c. PARTIAL W/O<br><input type="checkbox"/> d. TOTAL W/O | (Also check "e and/or "f"<br>if appropriate)   |                                  | <input type="checkbox"/> e. OVERSEAS<br><input type="checkbox"/> f. CONTRACTORS INV |
| 5. TO (Name and Address of Agency to which report is made) THRU<br><b>GS-3F8PC-W Loisdale Road, Franconia, Virginia 22150</b>  |   |   |  | 6. APPROP. OR FUND TO BE REIMBURED (If any)<br><b>N/A</b>                                |                                  |   |
| 7 FROM (Name and Address of Report Agency)<br><b>US Peace Corps<br/>1990 K Street NW, Washington, DC 20526</b>   |   |   |  | 8. REPORT APPROVED BY (Name and Title)<br><b>Joseph DiBenedetto<br/>Property Officer</b> |                                  |   |
| 9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.)<br><b>Felton Louis Banks, Inventory Mgmt. Specialist<br/>1990 K Street NW, Washington, DC 20526 202-606-1243</b> |   |   |  | 10 AGENCY APPROVAL (If applicable)   |                                  |   |
| 11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)<br><b>Same As Number #9</b>  |   |   |  | 12 GSA CONTROL NO.   |                                  |   |
| 13. FSC GROUP<br>NO.<br><b>71</b>  | 14. LOCATION OF PROPERTY (If location is to be<br>abandoned give date)<br><b>1990 K Str. NW, Washington, DC</b> |   | 15. REIM/REQD  |  | 16. AGENCY CONTROL NO.           | 17. SURPLUS<br>RELEASE DATE   |
|  |   |   | <input checked="" type="checkbox"/> YES  | <input type="checkbox"/> NO  |                                  |   |
| 18. EXCESS PROPERTY LIST   |   |   |  | ACQUISTION COST  |                                  | FAIR  |

| ITEM NO.<br>(a) | DESCRIPTION<br>(b)        | COND.<br>(c) | UNI<br>(d) | NUMBER OF UNITS<br>(e) | PER UNITS<br>(f) | TOTAL<br>(g) | VALUE %<br>(h) |
|-----------------|---------------------------|--------------|------------|------------------------|------------------|--------------|----------------|
| 1               | File Cabinet Two Drawers  | 8            | EA         | 3                      | \$ 50.00         | \$150.00     |                |
| 2               | File Cabinet Five Drawers | 8            | EA         | 5                      | \$100.00         | \$500.00     |                |
| 3               | File Cabinet Four Drawers | 8            | EA         | 3                      | \$ 75.00         | \$225.00     |                |
| 4               | Computer Tables           | 8            | EA         | 1                      | \$120.00         | \$120.00     |                |
| 5               | Printer Cabinet           | 8            | EA         | 1                      | \$125.00         | \$125.00     |                |
| 6               | Metal Table               | 8            | EA         | 1                      | \$100.00         | \$100.00     |                |
| 7               | Chairs                    | 8            | EA         | 9                      | \$150.00         | \$150.00     |                |
| 8               | Computer Unit             | 8            | EA         | 1                      | \$250.00         | \$250.00     |                |
|                 |                           |              |            | TOTAL                  | COST             | \$1,650.00   |                |

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## Federal Property Management Regulations

## § 101-43.4801

(e) The appropriate disposal condition code from the table below shall be signed to each item record, report, or listing of excess personal property:

| Disposal condition code | Brief definition           | Expanded definition  |
|-------------------------|----------------------------|--|
| 1                       | Unused-good.....           | Unused property that is usable without repairs and identical or interchangeable with new items from normal supply sources.   |
| 2                       | Unused-fair.....           | Unused property that is useable without repairs, but is deteriorated or damaged to the extent that utility is somewhat impaired.   |
| 3                       | Unused-poor.....           | Unused property that is usable without repairs, but is considerably deteriorated or damaged. Enough utility remains to classify the property better than salvage.                |
| 4                       | Used-good.....             | Used property that is usable without repairs and most of its useful life remains.  |
| 5                       | Used-fair.....             | Used property that is usable without repairs, but is somewhat worn or deteriorated and may soon require repairs.   |
| 6                       | Used poor.....             | Used property that may be used without repairs, but is considerably worn or deteriorated to the degree that remaining utility is limited or major repairs will soon be required. |
| 7                       | Repairs required good..... | Required repairs are major and should not exceed 15 percent of original acquisition cost.  |
| 8                       | Repairs required-fair..... | Required repairs are considerable and are estimated to range from 16 percent to 40 percent of original acquisition cost.   |
| 9                       | Repairs required-poor..... | Required repairs are major because property is badly damaged, worn,  |

|   |              |  |
|---|--------------|--|
| X | Salvage..... | or deteriorated, and are estimated to range from 41 percent to 65 percent of original acquisition cost.<br>Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65 percent of the original acquisition cost. |
| S | Scrap.....   | Material that has no value except for its basic material content.  |

| <b>REPORT OF PERSONAL PROPERTY FOR SALE</b>   |   | PAGE<br>1  | OF<br>1 |
|---|---|--|---------|
| 1. FROM (NAME, ADDRESS AND ZIP CODE OF OWING AGENCY)  | 2. REPORT NO.   | 3. DATE  |         |
|   | 4. FSC GROUP  | 5. TOTAL ACQUISITION   |         |
| 6. PUBLIC MAY INSPECT PROPERTY BY CONTACTING (NAME, ADDRESS, ZIP CODE AND TELEPHONE NO.)  | 7. PROPERTY LOCATED AT  |  |         |
| 8. TO<br><br><p style="text-align: center;">•</p><br><p style="text-align: center;"><b>General Services Administration</b></p> <p style="text-align: center;">•</p> | 9. LOAD-<br><br>ING BY<br>GOVT  | a. ACTIVITY WILL LOAD FOR PURCHASE<br><br><input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO<br><br>b. EXTENT (IF CHECKED "YES") |         |
|   | 10. PROPERTY IS EXCHANGE/SALE<br><br><input type="checkbox"/> a. YES <input type="checkbox"/> b. NO | 11. PROPERTY IS REIMBURSABLE<br><br><input type="checkbox"/> a. YES <input type="checkbox"/> b. NO   |         |
| 12. SEND EXECUTED SALES DOCUMENTS TO (NAME, ADDRESS AND ZIP CODE)   | 13. DEPOSIT PROCEEDS TO (APPROPRIATE FUND SYMBOL AND TITLE)   |  |         |

|   |  |                          |   |
|---|--|--------------------------|---|
| 15. UTILIZATION AND DONATION SCREENING REQUIREMENTS COMPLETED. PROPERTY IS AVAILABLE FOR SALE |  | BY (SIGNATURE AND TITLE) | 14. STATION DEPOST SYMBOL OR STATION ACCOUNT NUMBER |
|---|--|--------------------------|---|

| 16. PROPERTY LIST (USE CONTINUATION SHEET, IF NECESSARY) |                                 |   |             |                        |                  |              |
|--|---------------------------------|---|-------------|------------------------|------------------|--------------|
| ITEM NO.<br>(a)  | ITEM NO. ASSIGNED BY GSA<br>(b) | COMMERCIAL DESCRIPTION AND CONDITION<br>(c) | UNIT<br>(d) | NUMBER OF UNITS<br>(e) | ACQUISITION COST |              |
|  |                                 |   |             |                        | PER UNIT<br>(f)  | TOTAL<br>(g) |
|  |                                 |   |             |                        |                  |              |

|  |      |   |      |
|--|------|---|------|
| 17. RECEIPT OF PROPERTY AT GSA SALES SITE OR CENTER ACKNOWLEDGED |      | 18. RECEIPT OF REPORT IS HERBY ACKNOWLEDGED |      |
| SIGNATURE AND TITLE  | DATE | SIGNATURE AND TITLE                         | DATE |

|                           |                  |                      |                               |
|---------------------------|------------------|----------------------|-------------------------------|
| FOR GSA INTERNAL USE ONLY |                  |                      |                               |
| 19. SALE NO.              | 20. TYPE OF SALE | 21. INSPECTION OATES | 22. BID OPENING DATE AND TIME |

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| REPORT OF PERSONAL PROPERTY FOR SALE   |  |   | PAGE   | OF |
|--|--|---|--|----|
|  |  |   | 1  | 2  |
| 1. FROM (NAME, ADDRESS AND ZIP CODE OF OWING AGENCY)<br><b>Peace Corps, M/AS/G/P<br/>1990 K, Street, NW<br/>WASHINGTON DC 20526</b>                        |  | 2. REPORT NO<br><b>1131N5-2174</b>  | 3. DATE<br><b>7/6/92</b>   |    |
|  |  | 4. FSC GROUP  | 5. TOTAL ACQUISITION<br><b>\$8500.00</b>   |    |
| 6. PUBLIC MAY INSPECT PROPERTY BY CONTRACTING (NAME, ADDRESS, ZIP CODE AND TELEPHONE NO.)<br><b>Joseph BiDenedetto, M/AS/G/P<br/>(202) 606 - 3141</b>      |  | 7. PROPERTY LOCATED AT<br><b>SAME AS BLOCK #1</b>   |  |    |
| 8. TO<br><br><b>General Services Administration<br/>Attn: Mr. Vince Evans<br/>Room 6654 - 3F8PU-w<br/>7th &amp; D streets, SW<br/>Washington, DC 20507</b> |  | 9. LOAD-<br><br>BY GOVT   | a. ACTIVITY WILL LOAD FOR PURCHASE<br><input type="checkbox"/> (1) YES <input checked="" type="checkbox"/> (2) NO<br>b. EXTENT (IF CHECKED ZZ "YES") |    |
|  |  | 10. PROPERTY IS EXCAHANGE/SALE<br><input type="checkbox"/> a. YES <input checked="" type="checkbox"/> b. NO | 11. PROPERTY IS REIMBURSABLE<br><input type="checkbox"/> a. YES <input checked="" type="checkbox"/> b. NO  |    |
| 12. SEND EXCUTED SALES DOCUMENTS TO (NAME, ADDRESS AND ZIP CODE)<br><b>SAME AS BLOCK #1</b>  |  | 13. DEPOSIT PROCEEDS TO (APPROPRIATE FUND SYMBOL AND TITLE)   |  |    |
|  |  | 14. STATION DEPOST SYMBOL OR STATION ACCOUNT NUMBER   |  |    |

|   |   |
|---|---|
| 15. UTILIZATION AND DONATION SCREENING REQUIREMENTS COMPLETED. PROPERTY IS AVAILABLE FOR SALE | BY (SIGNATURE AND TITLE)<br><b>Jack Dagkoski, Acting Director</b> |
|---|---|

**16. PROPERTY LIST (USE CONTINUATION SHEET, IF NECESSARY)**

| ITEM NO.<br>(a) | ITEM NO. ASSIGNED BY GSA<br>(b) | COMMERCIAL DESCRIPTION AND CONDITION<br>(c)<br>Condition code 9 | UNIT<br>(d) | NUMBER OF UNITS<br>(e) | ACQUISITION COST |              |
|-----------------|---------------------------------|---|-------------|------------------------|------------------|--------------|
|                 |                                 |   |             |                        | PER UNIT<br>(f)  | TOTAL<br>(g) |
| 0001            |                                 | DTX 200, Ser. No. 901725, 901725, one w/<br>no serial number    | EA          | 3                      | 400.00           | 1200.00      |
| 0003            |                                 | Data Products Printer SGG 8050<br>Ser. No. 14293, 14871, 14447  | EA          | 3                      | 350.00           | 1050.00      |
| 0005            |                                 | TEC Serial Printer F10-56<br>Ser. No. 024420, 010580            | EA          | 2                      | 400.00           | 8090.00      |
| 0006            |                                 | TI S4N5 - 800, Ser. No. 0482113912                              | EA          | 1                      | 800.00           | 800.00       |
| 0007            |                                 | Rich RP 3400 Q, Ser. No. 50308428                               | EA          | 1                      | 350.00           | 350.00       |
| 0008            |                                 | Epson MX 10011 Printer, Ser. No. 32-108240                      | EA          | 1                      | 375.00           | 375.00       |
| 0011            |                                 | Xerox Sheet Feeder, Ser. No. 422238                             | EA          | 1                      | 120.00           | 120.00       |
| 0012            |                                 | Ricoh Sheet Feeder, Ser. No. 0100895                            | EA          | 1                      | 110.00           | 110.00       |
| 0015            |                                 | Enfax Disk System, Ser. No. 148052                              | EA          | 1                      | 400.00           | 400.00       |
| 0018            |                                 | WYSE Monitor, Ser. No.  | EA          | 1                      | 375.00           | 375.00       |
| 0019            |                                 | Panasonic A/C Adapter M850, Ser. No. B344151Y0                  | EA          | 1                      | 145.00           | 145.00       |

|  |      |  |      |
|--|------|--|------|
| 17. RECEIPT OF PROPERTY AT GSA SALES SITE OR CENTER ACKNOWLEDGED |      | 18. RECEIPT OF REPORT IS HEREBY ACKNOWLEDGED |      |
| SIGNATURE AND TITLE  | DATE | SIGNATURE AND TITLE                          | DATE |

FOR GSA INTERNAL USE ONLY

|              |                 |                     |                               |
|--------------|-----------------|---------------------|-------------------------------|
| 19. SALE NO. | 20 TYPE OF SALE | 21 INSPECTION OATES | 22. BID OPENING DATE AND TIME |
|--------------|-----------------|---------------------|-------------------------------|

126 - 103

STANDARD FORM 126 (REV 7-78)  
Prescribed by USA FFMR (41 CFR) 101 45 303  
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|  |  |  |                        |  |
|--|--|--|------------------------|--|
| STANDARD FORM 122<br>JUNE 1974<br>GENERAL SERVICES<br>ADMINISTRATION<br>FPMR (41 CFR) 101-32 306<br>FPMR (41 CFR) 101-43 315 | <b>TRANSFER ORDER<br/>EXCESS PERSONAL PROPERTY</b> |  | 1. ORDER NO.           |  |
|  |  |  | 2. DATE                |  |
| 3. TO: GENERAL SERVICES ADMINISTRATION*  |  | 4. ORDERING AGENCY (Full name and address) |                        |  |
| 5. HOLDING AGENCY (Name and Address)*  |  | 6. SHIP TO (Consignee and destination)*    |                        |  |
| 7. LOCATION OF PROPERTY  |  | 8. SHIPPING INSTRUCTIONS                   |                        |  |
| 9. ORDERING AGENCY APPROVAL  |  | 10. APPROPRIATION SYMBOL, AND TITLE        |                        |  |
| A. SIGNATURE   | B. DATE  |  |                        |  |
| C. TITLE   |  | 11. ALLOTMENT                              | 12. GOVERNMENT B/L NO. |  |

13. PROPERTY ORDERED

| GSA AND HOLDING AGENCY NOS.<br>(a) | ITEM NO.<br>(b) | DESCRIPTION ORDERED<br>(Include name, FSC Group and Class, Condition Code and If available, National Stock Number) | UNIT<br>(d) | QUANTITY<br>(e) | ACQUISITION COST |              |
|------------------------------------|-----------------|--|-------------|-----------------|------------------|--------------|
|                                    |                 |  |             |                 | UNIT<br>(f)      | TOTAL<br>(g) |
|                                    |                 |  |             |                 |                  |              |

|                  |                                     |                            |         |
|------------------|-------------------------------------|----------------------------|---------|
| 14. GSA APPROVAL | A. SIGNATURE                        | B. TITLE                   | C. DATE |
| FOR GSA USE      | AGENCY AND LOCATION<br>AGENCY STATE | FSC<br>CONDITION<br>SOURCE |         |

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|  |  |  |
|--|--|--|
| STANDARD FORM 122<br>JUNE 1974<br>GENERAL SERVICES<br>ADMINISTRATION<br>FPMR (41 CFR) 101-32 306<br>FPMR (41 CFR) 101-43 315         | <b>TRANSFER ORDER<br/>EXCESS PERSONAL PROPERTY</b>   | 1. ORDER NO.<br>1131N5-1078<br>2. DATE<br>11/10/92 |
| 3. TO: GENERAL SERVICES ADMINISTRATION*<br>Property Utilization Specialist<br>1102 Liberty Blvd., Suite 900<br>Aurora, CO 78902-0900 | 4. ORDERING AGENCY (Full name and address)<br>Department of Justice<br>1102 Liberty Blvd., Suite 1200<br>Aurora, CO 78902-1200 |  |
| 5. HOLDING AGENCY (Name and Address)*<br>Peace Corps Denver<br>140 E. 19th Avenue, Suite 550<br>Denver, CO 80203                     | 6. SHIP TO (Consignee and destination)*<br>- same as above -   |  |
| 7. LOCATION OF PROPERTY<br>- same as above -   | 8. SHIPPING INSTRUCTIONS<br>Ordering Agency to pick-up, need furniture dolly.  |  |
| 9. ORDERING AGENCY APPROVAL<br>A. SIGNATURE<br>B. DATE<br>C. TITLE<br>John Schmucately   | 10. APPROPRIATION SYMBOL, AND TITLE  |  |
|  | 11. ALLOTMENT<br>N/A   | 12. GOVERNMENT B/L NO.<br>Ordering Agency          |

| GSA AND HOLDING AGENCY NOS.<br>(a) | ITEM NO.<br>(b) | DESCRIPTION ORDERED<br>(Include noun name, FSC Group and Class, Condition Code and If available, National Stock Number) | UNIT<br>(d) | QUANTITY<br>(e) | ACQUISITION COST |              |
|------------------------------------|-----------------|---|-------------|-----------------|------------------|--------------|
|                                    |                 |   |             |                 | UNIT<br>(f)      | TOTAL<br>(g) |
|                                    |                 |   |             |                 |                  |              |

|  |    |  |    |      |      |         |
|--|----|--|----|------|------|---------|
|  | 01 | Powerbook 145, ser #: ABC102CD5448<br>bar Code #: 931220                                   | EA | 0001 | 3500 | \$3,500 |
|  | 02 | Secretarial Desk, left "L"   | EA | 0002 | 195  | 390     |
|  | 03 | File Cabinet, horizontal   | EA | 0003 | 300  | 300     |
|  | 04 | IBM Selectric II: Ser #: 105678<br>Bar Code #: 931445, Ser #: 189734<br>Bar Code #: 931378 | EA | 0004 | 250  | 500     |

|     |              |              |          |         |
|-----|--------------|--------------|----------|---------|
| 14. | GSA APPROVAL | A. SIGNATURE | B. TITLE | C. DATE |
|-----|--------------|--------------|----------|---------|

|             |                     |     |           |             |
|-------------|---------------------|-----|-----------|-------------|
| FOR GSA USE | AGENCY AND LOCATION | FSC | CONDITION | SOURCE CODE |
|             | AGENCY STATE        |     |           |             |

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|  |  |                                |
|--|--|--------------------------------|
| OPTIONAL FORM 7<br>NOVEMBER 1950<br>PRESCURED BY GSA<br>FPMR (41 CFR) 101-19.108   | <b>PROPERTY PASS</b>                           | 1. DATE ISSUED<br><br>11/10/02 |
| This pass is to be used whenever property is removed from the building. It is to be property filled in and assigned and handed to the guard when leaving the building. |  |                                |
| 2. NAME<br><br>Joe Merchant  | 3. BUILDING<br><br>1990 "K" Street, Wash. DC   |                                |
| 4. DESCRIPTION OF PROPERTY BEING REMOVED<br>#901760 - Apple Power-book 145<br>Serial #: ABC1076-GH   |  |                                |
| 5. PROPERTY BELONGS TO<br><br>Peace Corps  | 6. DEPARTMENT OR AGENCY<br><br>Admin. Services |                                |
| 7. SIGNATURE OF PERSON AUTHORIZING<br>REMOVAL OF PROPERTY  | 8. TITLE<br><br>Director, M/AS                 |                                |
|  | 9. PASS GOOD UNTIL<br><br>12/10/92             |                                |

\* U.S. GOVERNMENT PRINTING : 195 0 461-275 (360)



|  |                         |                |
|--|-------------------------|----------------|
| OPTIONAL FORM 7<br>NOVEMBER 1950<br>PRESCURED BY GSA<br>FPMR (41 CFR) 101-19.108   | <b>PROPERTY PASS</b>    | 1. DATE ISSUED |
| This pass is to be used whenever property is removed from the building. It is to be property filled in and assigned and handed to the guard when leaving the building. |                         |                |
| 2. NAME  | 3. BUILDING             |                |
| 4. DESCRIPTION OF PROPERTY BEING REMOVED   |                         |                |
| 5. PROPERTY BELONGS TO   | 6. DEPARTMENT OR AGENCY |                |
| 7. SIGNATURE OF PERSON AUTHORIZING<br>REMOVAL OF PROPERTY  | 8. TITLE                |                |
|  | 9. PASS GOOD UNTIL      |                |

\* U.S.. GOVERNMENT PRINTING : 195 0 461-275 (360)

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| <b>PERSONAL PROPERTY LOSS REPORT</b>    |                  |                   |                             | REPORT NO.   |
|---|------------------|-------------------|-----------------------------|--------------|
| NAME OF (POST/AREA<br>OFFICE/HQ OFFICE: |                  | DATE:             | _____ Damaged _____ Missing |              |
| Item<br>No.                             | Property<br>ID # | Manufacture/Model | Serial #                    | Dep.<br>Cost |
|   |                  |                   |                             |              |
| Total in US \$                          |                  |                   |                             |              |

Explain Circumstances Causing Reported Status of Property:

I Certify that the Foregoing is Accurate and Complete to the Best of my Knowledge.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

PO Statement and Recommendations:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Property Account Holder Findings & Action:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Budget & Fiscal Action Taken:

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

PO Action Taken:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**PERSONAL PROPERTY LOSS REPORT**

REPORT NO.  
200

NAME OF (POST/AREA  
OFFICE/HQ OFFICE: M/AS/P

DATE:  
2/22/95

\_\_\_\_ Damaged       Missing

| Item No.       | Property ID # | Maufacture/Model     | Serial #     | Dep.      |
|----------------|---------------|----------------------|--------------|-----------|
| 0001           | 931220        | Mac Classic          | 104nt3498y 3 | \$100 USD |
| 0002           | 931221        | Mac Classic keyboard | ko905420     | \$ 25 USD |
| 0003           | 931222        | Mac Classic Mouse    | c8u4         | \$ 5      |
| Total in US \$ |               |                      |              | 130.00    |

Explain Circumstances Causing Reported Status of Property:

*I parked my car under a light in front of house for the evening and when I came out to my car in the morning the computer was missing. The car was locked, but the computer was in plain view.*

I Certify that the Foregoing is Accurate and Complete to the Best of my Knowledge.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

**PO Statement and Recommendations:**

*Referencing Loss Report Number 100, this is the second item Cain has left in his car overnight and in the morning the item was missing. I did call the police and they will confirm that Cain lives in a high crime area.*

\_\_\_\_\_  
Signature Date

**Property Account Holder Findings & Action:**

*Being that this is the second similar offense, and Cain was not charged for the first loss I find that Cain will reimburse the government the total fair market value of the computer of \$130.00.*

\_\_\_\_\_  
Signature Date

**Budget & Fiscal Action Taken:**

*The sum of \$130 will be made in one sum, by personal check, paid by Cain.*

\_\_\_\_\_  
Signature and Title Date

**PO Action Taken:**

*The missing items have been marked with the loss date in PropMan, and we will contact M/IRM for a replacement Mac Classic.*

\_\_\_\_\_  
Signature Date