

PROPERTY RECEIPT AND/OR RECEIPT FOR PROPERTY RETURNED
 (FHWA Order M 4300.1, Personal Property Management Manual, Chapter 2)

Federal Highway Administration

INSTRUCTIONS: Property custodian will prepare this form in duplicate, listing all property issued to an employee. Employee will sign and return the original to the property custodian and retain the duplicate for his records. Upon return of property, the property custodian will sign as acknowledging receipt of item(s) returned. Both copies will be signed by the receiving official; the original given to the employee, and the copy retained as the official record. Persons signing for receipt of property listed on the form are held responsible for its protection as specified in Chapter 2.

PROPERTY ISSUED TO (Name and location)	INVENTORY CODE _____	FROM:	INVENTORY CODE _____
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ITEM	QUANTITY	UNIT	ARTICLES AND DESCRIPTION
1	1	EA	Trailer Laboratory size _____ SNR# _____ Plate# _____ BC# _____
2	1	EA	Air Entrainment Meter, ACM TYPE "B", BC# _____
3	1	EA	Balance, Electronic .01 Readability= OR 5.5000 Gram w/ weigh below device, Brand Name _____ SNR# _____ BC# _____
4	1	EA	Balance, Industrial, Electronic, . 1 Readability 22,000 gram with weigh scale below device, Brand Name _____ SNR# _____ BC# _____
5	1	EA	Balance, Industrial, Electronic 20,000 Gram, Brand Name _____ SNR# _____ BC# _____
6	1	EA	Compactor, Mechanical, T-99 & T-188 with Hammers & Molds, Ploog Manufacture, SNR# _____ BC# _____
7	1	EA	Furnance, NCAT Asphalt Content, 240 Volts SNR# _____ BC# _____
8	1	EA	Oven, Convection, Constant Temperature, VW&R or Yamoto Brand SNR# _____ BC# _____
9	1	EA	Oven, Convection, Constant Temperature, VW&R or Yamoto Brand SNR# _____ BC# _____
10	1	EA	Oven, Microwave, 110 Volts, 1000 Watts SNR# _____ BC# _____
11	1	EA	Scale, Platform, Mechanical, 100 Lb. capacity SNR# _____ BC# _____
12	1	EA	Sieve Shaker "8" Tyler Ro-Tap, Bench Mount SNR# _____ BC# _____
13	1	EA	Drill Press, (Muller) Brand Name _____ SNR# _____ BC# _____

ACKNOWLEDGEMENT OF RECEIPT (To be signed by employee receiving property)		
SIGNATURE	TITLE	DATE
ACKNOWLEDGEMENT OF RETURN OF EQUIPMENT (To be signed by the property custodian)		
SIGNATURE	DATE	



U.S. Department of Transportation
of Transportation

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ITEM	QUANTITY	UNIT	ARTICLES AND DESCRIPTION
14	1	EA	Liquid Limit Machine, Electric, SNR# _____ BC# _____
15	1	EA	Hot Plate with Pyrex Cover Plate, Electric SNR# _____ BC# _____
16	1	EA	Sieve Shaker, "12" Tyler Ro-Tap, Bench Mount SNR# _____ BC# _____

ACKNOWLEDGEMENT OF RECEIPT (To be signed by employee receiving property)

SIGNATURE	TITLE	DATE
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ACKNOWLEDGEMENT OF RETURN OF EQUIPMENT (To be signed by the property custodian)

SIGNATURE	DATE
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II. SOILS AND AGGREGATE TESTING EQUIPMENT AND SUPPLIES GRADATION

	Shelf #	Item	Quantity Needed	New	Used
1	4005	Apron	1 each		
2	4009	Balance Weight Set - 1-1000 g	1 each		
3	4015	Beaker - 250 ml	2 each		
4	4027	Bottle - Nalgene - 16 oz	4 each		
5	4043	Brush - Sieve Cleaner, Brass	2 each		
6	4045	Brush - Stencil - 1" x 3/4"	2 each		
7	4049	Brush - 1" wide	2 each		
8	4059	Can - Sample - 8 oz	6 each		
9	4061	Can - Sample - 2 oz	6 each		
10	4063	Can - Sample - 4 oz	6 each		
11	NSN	Calibration Weight, 1,000 g	1 each		
12	4349	Calibration Weight, 4,000 g	1 each		
13	4348	Calibration Weight, 5,000 g (old Sartorius models only)	1 each		
14	4347	Calibration Weight, 15,000 g (old Sartorius models only)	1 each		
15	4105	Dish - Evaporating - 5 3/4"	4 each		
16	4113	Faucet - Barrel - Single	1 each		
17	4125	Gloves - asbestos substitute	3 pair		
18	4131	Grooving Tool	2 each		
19	4141	Medicine Dropper	2 each		
20	4143	Mortar and Pestle	1 set		
21	4151	Pan - Metal (for tall splitter)	4 each		
22	4154	Pan - Drying, 8" x 8" x 2", round corners	10 each		
23	5057	Rags, white wiping	1 bundle		
24	4163	Plate - frosted glass	1 each		
25	4175	Sack, sample large, 14" x 28"	1 bundle		
26	4179	Scoop	2 each		
27	NSN	Asphalt Scoop, stainless steel	2 each		
28		Sieves - Coarse Aggregate - 12"			
	4203	2 1/2" - Full Height	1 each		
	4205	2" - Full Height	1 each		

	Shelf #	Item	Quantity Needed	New	Used
	4207	1 1/2" - Full Height	1 each		
	4209	1" - Full Height	1 each		
	4211	3/4" - Half Height	1 each		
	4213	5/8" - Half Height	1 each		
	4215	1/2" - Half Height	1 each		
	4217	3/8" - Half Height	1 each		
	4219	1/4" - Half Height	1 each		
	4221	#4 - Half Height	1 each		
	4223	#8 - Half Height	1 each		
	4225	#10 - Half Height	1 each		
	4227	#16 - Half Height	1 each		
	4229	#20 - Half Height	1 each		
	4231	#30 - Half Height	1 each		
	4233	#40 - Half Height	1 each		
	4235	#50 - Half Height	1 each		
	4237	#80 - Half Height	1 each		
	4239	#100 - Half Height	1 each		
	4241	#200 - Half Height	2 each		
	4242	#200 - Full Height (wash sieve)	2 each		
	4243	Pan - Half Height	1 each		
	4245	Lid	1 each		
29		Sieves- 8"			
	4247	2 1/2" DELETED	1 each		
	4249	2" DELETED	1 each		
	4251	1 1/2"	1 each		
	4253	1"	1 each		
	4255	3/4"	1 each		
	4257	1/2"	1 each		
	4259	3/8"	1 each		
	4261	1/4"	1 each		
	4263	#4	1 each		
	4265	#8	1 each		
	4267	#10	1 each		

	Shelf #	Item	Quantity Needed	New	Used
	4269	#16	1 each		
	4271	#20	1 each		
	4273	#30	1 each		
	4275	#40	1 each		
	4277	#50	1 each		
	4279	#80	1 each		
	4281	#100	1 each		
	4283	#200	2 each		
	4285	Pan	1 each		
	4287	Lid	1 each		
30	4293	Spatula - 3" blade	4 each		
31		Splitter, 1/2" - 6" adjustable	1 each		
32		Splitter, PE - 1/2" with pans & scoop	1 each		
33	4299	Spoon - 15"	4 each		
34	4301	Spoon - 7"	4 each		
35	4303	Spoon - tea 6"	2 each		
36	4305	Spoon - mixing, hardwood	4 each		
37	4341	Tongs	1 each		
38	7045	Goggles, safety	2 pair		
39	7065	Mask, air filtering	1 box		
40	8079	Grease Gun (for use with Tyler Shaker) & Mechanical Compactor	1 each		
41	8143	Knife, scraping, flexible	1 each		
42	8145	Knife, scraping, rigid	1 each		
43	8081	Grease for grease gun No. 8079	1 each		
44		Pan - Metal, 6" x 8" steel	DELETED		
45		Beaker 400 ml	DELETED		

VI. CONCRETE TESTING EQUIPMENT

	Shelf #	Item	Quantity Needed	New	Used
		BASIC CONCRETE TESTING EQUIPMENT			
1	4147	Pail, metal - 14 qt	2 each		
2	8069	File, taper, regular - 8"	1 each		
3	8255	Trowel, pointer	1 each		
4	4290	Slump Cone	1 each		
5	NSN	Density Basket	1 each		

III. COMPACTION AND DENSITY TESTING EQUIPMENT AND SUPPLIES

	Shelf #	Item	Quantity Needed	New	Used
1	NSN	Compaction Mold - 1/30 cu ft T-99 - 4" (mountable on mechanical compactor)	1 each		
2	NSN	Compaction Mold - 1/13.33 cu ft T-180 - 6" (mountable on mechanical compactor)	1 each		
3	4289	Ejector, soil sample	1 each		
4	4051	Brush, - wire, curved handle			
	4053	Brush, - wire, shoe handle- either or not both	2 each		
5	4075	Hammer, compaction - 5.5 lb	1 each		
6	4077	Hammer, compaction - 10 lb	1 each		
7	4095	Dish, Pyrex, microwave, 9 1/2" x 13 1/2"	6 each		
	4097	Dish, Pyrex, microwave, 8" x 8"	6 each		
8	4139	Mallet, rubber, 24 oz	1 each		
9	4145	Oil, hydraulic (for ejector)	1 each		
10	4149	Pan, concrete - 24" x 24" x 3"	2 each		
11	4155	Pan, sample drying aluminum - 16" x 16" x 4"	8 each		
12	4307	Straight edge, 12" (beveled)	1 each		
13	8031	Chisel, Cold - 6" with a 5/8" cut	1 each		
14	8203	Screwdriver, flat - 3/8" x 8"	1 each		
15	NSN	Allen wrenches, small set (to be used with mechanical compactor)	1 set		
16	NSN	Grey-Lab Timer	1 each		
17		Sand cone & plate - DELETED			

IV. ASPHALT TEST EQUIPMENT

	Shelf #	Item	Quantity Needed	New	Used
1	4019	Beaker, stainless steel - 4000 ml	4 each		
2	4039	Bowl, stainless steel - 8 qt	6 each		
3	4087	Cylinder, graduated - 1000 ml	1 each		
4	4183	Adapter, Sieve 12", for wash bucket	1 each	DELETED	
5	NSN	5-8 Gallon Bucket	1 each		
6	4127	Gloves, rubber	2 pair		
7	4297	Spatula - 10"	2 each		
8	4317	Thermometer, maximum-minimum, self registering	2 each		
9	4321	Thermometer, dial - 8" stem, 0-180 F	2 each		
10	4323	Thermometer, dial - 8" stem, 50 - 400 F	2 each		
11	4295	Spatula - 6"	2 each		
12	4181	Scoop, small (for air meter)	1 each		
13	4291	Spatula - 8"	2 each		
14	4171	Tamping rod (for air meter)	1 each	W/METER	
15		Thermometer dial 50 - 550 F 8" DELETED			

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INCLUDE METER

V. PETROLEUM DISTILLATION APPARATUS KIT

	Shelf #	Item	Quantity Needed	New	Used
1	4085	Cylinder, graduated - 100 ml	2 each		

VI. CONCRETE TESTING EQUIPMENT

	Shelf #	Item	Quantity Needed	New	Used
		BASIC CONCRETE TESTING EQUIPMENT			
1	4147	Pail, metal - 14 qt	2 each		
2	8069	File, taper, regular - 8"	1 each		
3	8255	Trowel, pointer	1 each		
4	4290	Slump Cone	1 each		
5	NSN	Density Basket.	1 each		

VII. TRAILER MAINTENANCE/HOUSEKEEPING/SAFETY EQUIPMENT

	Shelf #	Item	Quantity Needed	New	Used
1	4107	Dishwashing Liquid	1 bottle		
2	5003	Bag, plastic - 36" x 54"	1 box		
3	5005	Bag, plastic - 9 1/2" x 38 1/2"	1 box		
4	5007	Basket, wastepaper	1 each		
5	5011	Broom, house	1 each		
6	5013	Broom, whisk	1 each		
7	5033	Dustpan	1 each		
8	5037	Hand cleaner, heavy duty	1 each		
9	5053	Pail, plastic, bail handle - 12 qt	2 each		
10	5069	Vacuum bag	1 pkg		
11	7027	Fire Extinguisher - 5 lb	2 each		
12	7031	First Aid Kit, office	1 each		
13	7067	Microwave Radiation Leak Detector	1 each		
14	7069	Outlet Tester	1 each		
15	8085	Hammer, hand, carpenters	1 each		
16	8173	Pliers, slip joint - 10"	1 each		
17	8191	Screwdriver, phillips - #0 - 4"	1 each		
18	8193	Screwdriver, phillips - #2 - 4"	1 each		
19	8195	Screwdriver, phillips - #4 - 8"	1 each		
20	8199	Screwdriver, flat - 5/16" x 6"	1 each		
21	8271	Wrench, open end, adjustable - #6	1 each		
22	5059	Sponge, compressed	12 each		
23	NSN	Chair, straight	1 each		
24	9035	Thermometer, wall	2 each		
25		Pan, steel 36" x 36" DELETED			

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