

Frequently Asked Questions

Hand Receipts

What form gives authorization to individuals to sign for a hand receipt holder?

The hand receipt holder will utilize DA Form 1687, Signature Card, to authorize individuals to request and/or receive equipment in their behalf.

How do I change an incorrect stock or serial number on my hand receipt?

Prepare DA Form 4949, Administrative Adjustment Report, annotating the incorrect data as it appears on the hand receipt and what the correct data is for that item.

Who do I contact to request an extension on my hand receipt inventory?

Hand Receipt extensions can only be granted by the Property Book Officer. Contact the PBO at (309) 782-1462.

Can multiple items be listed on a turn-in for the same make and model?

No, when submitting a turn-in, RIA Form 735-2T, list one item per turn-in document.

Can a non-supervisor be a hand receipt holder?

A request to appoint a non-supervisory hand receipt holder waiver must be submitted by the Director to the Installation Equipment Manager, Contact us at (309) 782-1469 for approval. Memorandum should include Name, job series, grade, office symbol, bldg, phone extension, e-mail address, TDA paragraph line, and complete justification stating why a non-supervisory individual should be appointed in lieu of the assigned supervisor.