

Property Transaction Request

Custodian Code	Transaction Request Number
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1. Addition Type: New Acquisition Inventory Adjustment Other _____
Describe

DESCRIPTION	Description Number	Description		
	Manufacturer	Model Number	Serial Number	
	NFC ID Number	Type of Property		Useful Life

LOCATION	Building Number _____ Room Number _____ FIPS (if known) _____			
	Street Address _____			
	City _____	County _____	State _____	Zip _____

ACCOUNTING	Document Type (Check One)					
	<input type="checkbox"/> 40 Purchase Order	<input type="checkbox"/> 50 Contract	<input type="checkbox"/> 14 Bank Card	<input type="checkbox"/> 22 GSA Fedstrip	<input type="checkbox"/> 43 Leases Rentals	<input type="checkbox"/> Other _____ <small>(Form #)</small>
	Document #	Line Item #	Acquisition Cost	Acquisition Date	Receipt Date	
Org. Code / Project Number		Object Class	Org. Code (NFC)		FSC	Possession Code

MULTIPLE ADDS	Multiple Adds <small>(Use this section to record multiple "adds" of the same item procured on the same document.)</small>					
	NFC ID	Serial No.	Custodian Code	Bldg. No.	Room No.	Project No.

Remarks

Signature of Custodian (Print Name)	Date	Telephone
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Custodian Code	Transaction Request Number
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2. Change

NFC ID Number	Item to be Changed (Cost, Condition, etc.)	Old Data	New Data

3. Transfer (PC releasing the property must send this form to the gaining PC for completion & signature)

NFC ID Number	Serial Number	Gaining PC Code #	New Location (Street Address, City, County, State, Zip)
DESCRIPTION			
Signature of <u>Gaining</u> PC		Date	Telephone

4. Delete TYPES: A.-Abandon / Destroy, B.-Cannibalize, C.-Scrap, D.-Sold, E.-Lost, F.-Stolen G.-Transfer (Other than DOC)

(Attach supporting documents.
e.g., Board of Review form)

NFC ID Number	Type (See above)	NFC ID Number	Type (See above)	NFC ID Number	Type (See above)

Signature of Custodian (Print Name)	Date	Telephone
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