

## RECEIPT FOR LOANED PROPERTY

(This is a Four Part form)

**INSTRUCTIONS FOR ACCOUNTABLE PROPERTY OFFICERS:** Complete this form when loaning Government-owned property to either an employee (for official work at home) or another Government unit. **Original:** Retain for your files. **1st Copy:** Forward to the ARS Personal Property Group if loaned items appear in the accountable property inventory; otherwise, discard. **2nd Copy:** If property is in accountable property inventory, keep until property is returned, then enter the return date and send to the ARS Personal Property Group; otherwise, discard. **3rd Copy:** Give to employee or loanee unit's APO upon return of property.

1. DESCRIPTION OF PROPERTY	2. SERIAL NUMBER	3. ISSUANCE DATE	4. RETURN DATE

5. LOANING APO NAME	6. AGENCY, DIVISION, BRANCH	7. SIGNATURE AND DATE
---------------------	-----------------------------	-----------------------

The article(s) listed above have been received for use by the undersigned in connection with official duties and it is understood that I am financially responsible for such article(s).

8. LOANEE APO OR EMPLOYEE	9. AGENCY, DIVISION, BRANCH	10. SIGNATURE AND DATE
---------------------------	-----------------------------	------------------------

11. PURPOSE OF LOAN