

**RECEIPT FOR PROPERTY**  
**(Administrative Review Purposes Only)**

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Name of Person from Whom Property Was Obtained: \_\_\_\_\_  Owner  Other (Specify)

Address: \_\_\_\_\_

Purpose for Which Obtained: \_\_\_\_\_

Item #: \_\_\_\_\_ Quantity: \_\_\_\_\_

Description of Articles (include model, serial #, identifying marks, value, when appropriate):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify that I have received and hold myself responsible for the articles listed above:

Date: \_\_\_\_\_ Typed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**CHAIN OF CUSTODY**

Item #:	Date:	Relinquished By:	Received By:	Purpose of Change of Custody:
		Typed Name: Signature:	Typed Name: Signature:	
		Typed Name: Signature:	Typed Name: Signature:	
		Typed Name: Signature:	Typed Name: Signature:	
		Typed Name: Signature:	Typed Name: Signature:	
		Typed Name: Signature:	Typed Name: Signature:	