

**U.S. DEPARTMENT OF COMMERCE
PERSONAL PROPERTY SYSTEM (PPS) ACQUISITION RECORD**

/ Property Custodian Number: _____

ACQUISITION DOCUMENT INFORMATION		
Document Type:	/ Document No.:	
Line Item No.:	Date:	
PROPERTY DESCRIPTION AND FINANCIAL INFORMATION		
FSC Code:	National Stock No.:	
/ Description:		
/ Manufacturer:		
/ Model:		
Object Class:	Acquisition Cost:	
Accounting Class:		
PROPERTY LOCATION, IDENTIFICATION AND MARKINGS		
/ Bar Code No.:	/ Acceptance Date:	
/ Serial No.:		
Physical Location / Room No.:	/ Building:	
Office Name:		
Street Address:		
City:	State:	Zip:
/ Signature:		/ Date:
- FOR OFFICIAL USE ONLY -		
Organization Code:		
Location Code:	Type Code:	
Condition Code:	Utilization Code:	Possession code:

IMPORTANT Please fill in the checked (/) information and any other missing information that you can provide and return to the Property Management Office, OFA722, 1305 East West Highway (SSMC4), Silver Spring, MD 20910-3281.