NOAA FORM 37-40 (1/99)

PERSONAL CUSTODY PROPERTY RECORD/HAND RECEIPT

PROPERTY ISSUED TO: NAME: (LAST) (FIRST) (M.I.)	DIVISION/BRANCH	LOCATION: ROOM/BUILDING	HOME PHONE NO.

Statement of Responsibility:
I have received the item(s) listed below on the date indicated. I accept personal responsibility for the property and will surrender it upon demand, transfer, or separation from the Government. I further understand that failure on my part to exercise responsibility for the care and protection of the item(s) listed below could result in pecuniary liability established in accordance with DOC Personal Property Management Policy Manual, Part 4.9.

BAR CODE NUMBER	DESCRIPTION (INCLUDING MAKE, MODEL, SERIAL NUIMBER AND ACCESSORIES)	COST

NAME OF PERSON RECEIVING PROPERTY	TELEPHONE NO.	ITEMS ARE TO BE RETURNED TO: ISSUING OFFICE	LOCATION
SIGNATURE:	DATE		

NAME OF ISSUING PROPERTY CUSTODIAN:	RETURNED:	DATE
SIGNATURE:	RECEIVED - SIGNATURE OF PROPERTY CUSTODIAN:	

Reset