

**GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
PROPERTY MANAGEMENT SYSTEM AND PROCEDURES**

SUBJECT TITLE: RECEIPT FOR PROPERTY

CONTROL NO.: _____

Date : _____

DEPARTMENT : _____

Copy for Property Manager

PROPERTY NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	VALUE	COND CODE

APPROVED BY: _____
CLAUDIA S. ACFALLE
Chief Procurement Officer

DATE: _____

It is understood that I am personally responsible for the property listed above. This receipt of property Constitutes an official transfer of property described hereon, and formally evidences its release from the custody of General Services Agency. The Government assumes no liability for liability for property arising from its use or disposition.

Received from: GSA/SASP Date: _____

Signed: _____

ISSUED BY: _____

Print: _____
Date: _____