

U.S. Department of Commerce **Property Transaction Request**

Custodian Code	Transaction Request Number
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1. Addition Type: New Acquisition Inventory Adjustment Other _____ Describe

DESCRIPTION

Description Number	Description		
Manufacturer	Model Number	Serial Number	
NFC ID Number	Type of Property	Useful Life	

LOCATION

Building Number _____ Room Number _____ FIPS (if known) _____
 Street Address _____
 City _____ County _____ State _____ Zip _____

ACCOUNTING

Document Type (Check One)
 40 Purchase Order 50 Contract 14 Bank Card 22 GSA Fedstrip 43 Leases Rentals Other _____ (Form #)

Document #	Line Item #	Acquisition Cost	Acquisition Date	Receipt Date
Org. Code / Project Number	Object Class	Org. Code (NFC)	FSC	Possession Code

MULTIPLE ADDS

Multiple Adds (Use this section to record multiple "adds" of the same item procured on the same document.)

NFC ID	Serial No.	Custodian Code	Bldg No.	Room No.	Project No.

Remarks

Signature of Custodian (Print Name)	Date	Telephone ()
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