DD FORM 1348-1A, JUL 91(EG) ISSUE RELEASE/RECEIPT DOCUMENT

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DOC INDEN	RI FROM	M&S		ISS UNIT	QUANTITY	SERV	SUPPLE-MENTARY ADDRESS	SIG	FUND	DISTR-IBUTIO	PRO-JECT	PRI	REQD DEL DATE	ADV	RI	O/P	COND	MST		UNIT PRICE DOLLARS	UNIT PRICE CTS	1. TOTAL PRICE DOLLARS / CTS

2. SHIP FROM

3. SHIP TO

4. MARK FOR

5. DOC DATE | 6. NMFC | 7. FRT RATE | 8. TYPE CARGO | 9. PS

12 | 11.UP | 12. UNIT WEIGHT | 13. UNIT CUBE | 14. UFC | 15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE

18. TY COUNT | 19. NO CONT | 20. TOTAL WEIGHT | 21. TOTAL CUBE

22. RECEIVED BY | 23. DATE RECEIVED

24. DOCUMENT NUMBER & SUFFIX (30-44)

25. NATIONAL STOCK NO. & ADD (8-22)

26. RIC (4-6), UI (23-24,) QTY (25-29), CON CODE (71), DIST (55-56), UP (74-80)

27. ADDITIONAL DATA

PROPERTY NUMBER _____

PROPERTY ITEM _____

MANUFACTURER _____

MODEL NUMBER _____

SERIAL NUMBER _____

PRICE _____

LOCATION OF PROPERTY _____

OTHER INFO

RANK: _____

PRINT NAME: _____

UNIT/SECT: _____

PHONE: _____

SIGNATURE: _____

COPY 1

PREVIOUS EDITION MAY BE USED

EXCEL DOCUMENT

PROPERTY RECORDS INSTRUCTIONS

To help Cardholders stay in compliance with the NAVSUPINST 4200.99. This office is aware that not all property purchased will be added to the Units CMR. As per the instructions all pilferable items that have ready resale value or application to personal possession and that are subject to theft must be entered in to an appropriate property control system. Above is a simple way for all Units to be in compliance with the regulations. Property control number is cardholder's initials and the Julian date. Property Item purchased (digital camera, fax, etc...). Manufacturer (Sony, Fellows, etc…). Model Number, Serial Number, Price, and Location (where the property item will be kept). Printed Name of Receiver. Signature of Receiver. Date Property was signed for. The Property Control number must be annotated on the front of the Purchase Request in the space provided. This form must be attached to the back of the purchase request.