



DEPARTMENT OF EDUCATION PROPERTY MANAGEMENT OFFICE

502 Mariner Avenue
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Telephone: (671)475-0634
property@gdoe.net



Judith T. Won Pat, Ed. D.
Superintendent of Education

Carmen T. Charfauros
Supply Management
Administrator

RECEIPT FOR PROPERTY

From:	To:	
Condition Code:	Name:	
I.D./ Badge #:	Asset Tag/Bar Code:	
Serial Number:	Model Number:	
Brand Name:	Qty.:	
Total Value:	Current User:	
Description of Item(s):		
Reason for Movement:		
Print Released by:	Signature:	Date:
Print Received by:	Signature:	Date:
Note: It is understood that I am personally responsible for the property listed above. Should any of the item(s) listed above be lost, stolen, damaged or destroyed through my negligence or carelessness, a payment covering the value of the item(s) is required. (Refer to SOP#200-015 for Methods of obtaining relief of responsibility and Payment)		
If the item(s) has been stolen, you must do the following: 1. Report the situation to the Guam Police Department 2. Complete a Certificate of Loss of Government Property Form 3. Obtain a copy of the Police Report and the Case Number Submit copies of #2 (Certificate of Loss) and #3 (a copy of the Police Report and Case Number) to the Property Management Office.		
Additional Remarks/Comments:		