

PROPERTY TRANSACTION RECORD

Return to:
CDSS, Property Unit
744 P St., M.S. 7-179
Sacramento, CA 95814

NOTE:
 Affix enclosed bar codes to equipment listed below. List model & serial numbers, making sure serial numbers match bar code number Assigned. Submit (original) form copy to property unit.

PURCHASE ORDER NUMBER AND DATE:	M.S.	LOC#	DOC. NO.
TO	ADDRESS		DOC. DATE

UNIT CODE	BAR CODE NO.	DELIVERY DATE	ITEM DESCRIPTION	MODEL NO.	SERIAL NUMBER	VALUE (PROPERTY UNIT USE ONLY)	TRANS. CODE
							1.
							2.
							3.
							4.
							5.
							6.
							7.
							8.
							9.
							10.
							11.
							12.

FOR COPIER OR MAIL EQUIPMENT INSTALL DATE:

BAR CODES AFFIXED BY (PRINT NAME):	(SIGNATURE)	DATE	PHONE
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TRANSACTION CODE:

- | | | |
|------------------------------------|---|---------------------|
| 1. PURCHASE (ADD) | 3. INVENTORY ADJUSTMENTS/CORRECTIONS (DELETE) | |
| 2. ACQUIRED DURING INVENTORY (ADD) | 4. INVENTORY ADJUSTMENTS/CORRECTIONS (ADD) | 5. (OTHER) COMMENT: |