

Found Personal Property Certification

MEMORANDUM

FOR: _____
Personal Property Management Branch

FROM: _____
Property Custodian, Line Office, Location

SUBJECT: Found Personal Property Certification

1. Date of find:
2. Property Custodian:
3. Custodial Area:
4. Changes:
 - Item Name:
 - Barcode Number:
 - Serial Number:
 - Make and Model:
 - Location: Bldg & Room:
 - Condition:
 - Date of Purchase:
 - Value/estimated value:

I, _____ (print name), as Personal Property Custodian for NOAA office _____, certify that there is no acquisition documentation available for the above found personal property.

Signature

Date