

## 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:

- 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