

Custody Receipt for Government Property on Personal Charge

U.S. Department of Housing and Urban Development
Office of Chief Human Capital Officer

1. Name of Chargeable Employee		2. Telephone No.		3. Room No. and Building		7. Custody Receipt and Property Pass Number	
4. Organization Code		5. Location Code		6. Organization Symbol			
8. Description of Property							
Type	Mfr.	Model	Barcode no.	Serial No.	Acquisition		
					Cost	Date	
Type	Mfr.	Model	Barcode no.	Serial No.	Acquisition		
					Cost	Date	

Accessories, etc.

WARNING: Cellular telephones, including personal digital assistants (PDA) and other electronic communication devices that can store data and send and receive data, are property of the U.S. Government, and are provided for use by authorized personnel only. Users of these devices have no expectation of privacy pertaining to the use of, or information stored on, this equipment. The use of cellular phones and Blackberries may be monitored for all lawful purposes, including ensuring that its use is authorized and for law enforcement purposes. During monitoring, system usage may be examined, recorded, and subject to audit. All activities and information, including personal information, associated with the use of this system may be monitored and recorded. Misuse or unauthorized use is strictly prohibited. Evidence of misuse collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system implies understanding of these terms and conditions.

9. Certificate of Receipt and Responsibility: I acknowledge possession of the government property listed above. I accept full responsibility for its use and safeguard. I am aware that I may not transfer the property except by return to or prior approval of the issuing office. I further understand that should the property be lost, stolen or damaged through negligence or a willful act on my part, a Property Survey Board may find me pecuniarily liable for restitution to the Government.
Signature of Chargeable Employee

10. Periodic Certification: I certify that as of the latest date entered and initialed below, the item(s) listed heron is (are) in my custody; in serviceable condition; and that I have a continuing need for use of the property.

FY-			FY-			FY-		
Qtr	Date	Initials	Qtr	Date	Initials	Qtr	Date	Initials
1			1			1		
2			2			2		
3			3			3		

11. Issue Date	12. By	13. Return Due	14. Follow-Up	15. Extended	16. By	17. Date Return	18. Received by
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