



GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
PROPERTY MANAGEMENT SYSTEMS AND PROCEDURES

Guam Community College
P.O. BOX 23069, GMF Barrigada, Guam 96921

SECTION: XXV

PAGE: 56

EXHIBIT: _____

Subject Title:

RECEIPT OF PROPERTY

DEPARTMENT _____

Original to IMO
Copy for Custodian

TELEPHONE NUMBER: _____

DATE: _____

RECEIVED BY: _____
PRINT SIGNATURE

PROPERTY NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	VALUE	COND CODE

It is understood that I am personally responsible for the property listed above and that if any of same is lost, stolen, damaged or destroyed through my negligence or carelessness, payroll deduction will be made to cover the value thereof. Other than the above, in case of breakage, the property shall be returned and credit given to me for full value.

Received from: _____ Date: _____ Signature: _____