Brian Sandoval
Governor

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
Property Management Program
515 E Musser St, Ste. 300
Carson City, NV 89701
Phone (775) 684-0192 • Fax (775) 684-0188

Patrick Cates
Director

Jeffrey Haag
Purchasing Administrator

RECEIPT OF EXCESS PROPERTY

Receiving Organization Name: _____

Contact Name: _____ Phone: _____

Address: _____ City: _____ State/Zip: _____

DATA FIELDS WITH A RED BORDER ARE REQUIRED

ITEM DESCRIPTION	QUANTITY

Property listed above is being donated to your organization pursuant to NRS 333.195. By signing below, the recipient understands that property listed on this document is being acquired for use within the agency/organization named herein and not for personal use.

RELEASED BY: _____ DATE: _____

PICKED UP BY: _____ DATE: _____

RETURN SIGNED COPY AND APPROVAL TO PURCHASING AT (775) 684-0188 OR ITEMS WILL NOT BE REMOVED FROM INVENTORY.