



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

Jeff Mohlenkamp  
Director  
  
Greg Smith  
Purchasing Administrator

**RECEIPT OF EXCESS PROPERTY**

Receiving Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

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 OR ITEMS WILL NOT BE REMOVED FROM INVENTORY. Send Email: [glandry@admin.nv.gov](mailto:glandry@admin.nv.gov) or Fax:(775) 684-0188**