



### PERSONAL PROPERTY FORM

[ ] PERSONAL                      [ ] OTHERS \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DEPARTMENT / CLASS / COMPANY

QTY	ITEM DESCRIPTION	MAKE	MODEL	SERIAL #	DESTINATION (RM#)

#### ENTRY INFORMATION

\_\_\_\_\_  
PLACE OF ENTRY

\_\_\_\_\_  
DATE & TIME

\_\_\_\_\_  
OWNER'S NAME (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
UPD OFFICER'S SIGNATURE

#### EXIT INFORMATION

\_\_\_\_\_  
PROOF OF ID

\_\_\_\_\_  
DATE & TIME

\_\_\_\_\_  
OWNER'S NAME (PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
UPD OFFICER'S SIGNATURE

#### COMMENTS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_