



### F4 Property Control Sheet

Item#	Tag#	Serial#	Item	Make/Model
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**FROM**

**TO**

Division/Program	
Location	
Authorized Sender (AS)	
AS Signature	
Date	
Technician	
Facilities	
Property Control Office	

Division/Program	
Location	
Authorized Receiver (AR)	
AR Signature	
Date	
Delivered By	
Facilities	
Note	

**Transaction Type**  Transfer of Assets  Pick-Up Request  Report of Lost Asset(s)  Report of Stolen Asset(s)  Surplus