HSD PROPERTY CONTROL
CONTRACTOR FORM C-063 (value under $5000, not IT equipment)

FROM(OFFICE)	
Address	
Contact/Phone	
Program Manager	
TO	
ADDRESS	
Contact/Phone	
Signatures & Date	
Transferring FAFM	
Receiving FAAM	
ASD FAM	
ASD Bureau Chief	

COMMENTS:

Requested Action:

Transfer (T)
Donation (D)
Destruction (DE)
Recycle (R)
Inventory (I)

Serial Number	Item/description	Condition	Requested Action	Estimated current value