



Jim Gibbons  
Governor

STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
Personal Property Management Program  
2250 Barnett Way  
Reno, NV 89512  
Phone (775) 688-1160 • Fax (775) 688-1503

Andrew K. Clinger  
Director

Greg Smith  
Purchasing Administrator

## RECEIPT OF EXCESS PROPERTY

AGENCY OR COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE/ZIP: \_\_\_\_\_

| ITEM DESCRIPTION | QUANTITY |
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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.

**\*RETURN SIGNED COPY TO PURCHASING @ (775)684-0188 CARSON CITY OR ITEMS WILL NOT BE REMOVED FROM INVENTORY**

RELEASED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PICKED UP BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_