



Brian Sandoval
Governor

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
Personal Property Management Program
2250 Barnett Way
Reno, NV 89512
Phone (775) 684-1835 • Fax (775) 688-1503

Jeff Mohlenkamp
Director

Greg Smith
Purchasing Administrator

RECEIPT OF EXCESS PROPERTY

AGENCY OR COMPANY NAME: _____
CONTACT NAME: _____
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.

***RETURN SIGNED COPY AND APPROVAL TO RENO WAREHOUSE PURCHASING @ (775) 688-1503 OR ITEMS WILL NOT BE REMOVED FROM INVENTORY.**

RELEASED BY: _____ DATE: _____

PICKED UP BY: _____ DATE: _____

PHONE NUMBER: _____