|  |  |  |  |
| --- | --- | --- | --- |
| **PROPERTY RETURN SLIP** | | | |
| Entity Name: | «agency» | Return No. | «returnno» |
|  |  | Date: | «returndate» |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qty | Unit | Description | Property Number | Estimated Useful Life |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Returned by:**  **«employeename»**  Signature Over Printed Name  «position-office»  Position/Office  Date | **Received by:**  **«custodian»**  Signature Over Printed Name of  Supply/Property Custodian  «custodian\_title»  Position  Date |