

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
**REQUEST FOR PROPERTY ACTION**

TO: (Initiator's Name, Organization, Room Number, Building, City, State)	Date of Request:
	Control Number
	Telephone Number

FROM: Department of Health and Human Services - Program Support Center - Administrative Operation Services - Division of Property Management  
Personal Property Management Branch - 16071 Industrial Drive, Gaithersburg, MD 20877 - Telephone: 301-443-2224 - FAX: 301-443-1227

**Hours to View Furniture; Open: 8:00 a.m. - 12:00 noon Closed: 12:00 - 1:00 p.m. and Open: 1:00 p.m. - 3:30p.m. daily**

Property Location Number	Serial Number	Description of Property (Noun Name, Mfg Name, Model Number, Stock Number)	Qty	Unit of Issue	Cond. (see below)	Unit Cost	Total Cost

Special Processing Requirements:

Project Officer Assigned  Yes  No PO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IRM Clearance  Yes  No IRM Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*See Below\**

Signature of Property Custodial Officer/Initiator (PCO)	Date	Property Section Only
Signature of Receiving Official	Date	Property Custodial File Update/Final Property Action
Signature of Property Management Officer (PMO)	Date	Initials of Property Technical/Accountable Officer
		Date

*Accounting Information for Payment of Refurbished Furniture*

Request will be returned if not provided

**Condition Codes: (see FPMR 101-43.48 for definitions)**

- |                   |                 |                             |
|-------------------|-----------------|-----------------------------|
| 1 = Unused - Good | 4 = Used - Good | 7 = Repairs Required - Good |
| 2 = Unused - Fair | 5 = Used - Fair | 8 = Repairs Required - Fair |
| 3 = Unused - Poor | 6 = Used - Poor | 9 = Repairs Required - Poor |
| X = Salvage       | S = Scrap       |                             |

*\*IRM Equipment certified free of commercial software/sensitive information*

**Distribution**

- Original - Property Management Branch
- 1 Copy - Retained by Requester
- 1 Copy - Retained by PCO
- 1 Copy - Retained by PMO
- 1 Copy Transfer Receiving Office