

TRANSMITTAL AND RECEIPT FOR ACCOUNTABLE ITEMS

ISSUING OFFICE: Complete applicable items 1 through 9. Original and one copy to accompany the items to the receiving office. Retain one copy.
RECEIVING OFFICE: Complete items 11 through 15 and return original to issuing office in item 3.

2. TO:	3. FROM:
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4. ACCOUNTABLE FORMS ENCLOSED

A. FORM NO.	B. TITLE	C. QUANTITY	D. UNIT OF ISSUE	E. SERIAL NOS. <i>(Inclusive)</i>	
				FROM	THROUGH

5. CREDIT CARDS - LICENSE PLATES ENCLOSED

A. TYPE	B. NAME OF ISSUING COMPANY	C. NO. ENCLOSED	D. CREDIT CARD OR LICENSE PLATE NOS.	
			FROM	THROUGH

6. ACCOUNTABLE ITEMS

A. DESCRIPTION	B. QUANTITY	C. SERIAL NOS. <i>(Inclusive)</i>	
		FROM	THROUGH

7. REMARKS

8. SIGNATURE OF ISSUING OFFICIAL	9. TITLE	10. DATE
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ACKNOWLEDGMENT OF RECEIPT

I acknowledge receipt of the above items except as noted in item 11 below.

11. EXCEPTIONS

<input type="checkbox"/> 12. "X" IF EXPIRED CREDIT CARDS ARE ATTACHED	13. SIGNATURE OF ACCOUNTABLE OFFICER	14. TITLE	15. DATE RECEIVED
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