

**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:

## 4. ACCOUNTABLE FORMS ENCLOSED

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

7. REMARKS

8. SIGNATURE OF ISSUING OFFICIAL

9. TITLE

10. DATE

**ACKNOWLEDGMENT OF RECEIPT***I acknowledge receipt of the above items except as noted in item 11 below.*

11. EXCEPTIONS

☐ 12. "X" IF EXPIRED  
CREDIT CARDS ARE  
ATTACHED

13. SIGNATURE OF ACCOUNTABLE OFFICER

14. TITLE

15. DATE RECEIVED