



State of Alaska

Department of Military & Veterans Affairs Temporary Hand Receipt

From: DMVA Division

To: DMVA Employee

From:
POC:

To:
POC:

<i>This (These) Item(s) is being lent to the above SOA agency for:</i>	
Service and/or Repair	Is damaged and in need of repair
Loan for use up to, but no longer than, 6 months	Is not damaged
Other:	Is being loaned with damage as described below

Tracking #	Fixed Asset Number	Serial Number	Description	Tag Number

Signature authority: For Property valued \$0 - \$1,000 The delegated admin must sign. For Property valued at \$1001 - \$9,999 The Division Operations Managers must sign. For Property Valued at \$10,000 or above The Division Directors must sign.	
Division Signature	Employee Signature
Name	Name
Sign	Sign
Date	Date

NOTE: See the reverse side of this form for terms of this action and instructions.

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Temporary Hand Receipt

Instructions

1. List the pages, i.e., Page 1 of 1 and so on.
2. IRIS Assigned Department
 - a. From, list the Department/Division/Section loaning the property out.
 - b. POC, list the loaning agencies Point of Contact for the property being loaned.
3. Borrowing Department
 - a. To, list the Department/Division/Section borrowing the property.
 - b. POC, list the borrowing agencies Point of Contact (who is receiving the property).
4. This (These) Item(s) is being lent to the above SOA agency for: (NOTE: two blocks should always be checked, reason for the loan and the property's condition.)

<i>This (These) Item(s) is being lent to the above SOA agency for:</i>	
☒ Service and, or Repair	☐ Is damaged and in need of repair
☐ Loan for use up to, but no longer than, 6 months	☒ Is not damaged
☐ Other:	☐ Is being loaned with damage as described below

Note: Up to 5 items can be listed on this form, but all items must be identically undamaged, damaged or in need of repair.

5. Enter Tracking # if applicable.
6. Enter IRIS Fixed Asset Number
7. Enter Serial Number
8. Enter items description (enter a description of any and all damage).
9. Enter SOA Tag number.
10. Both Lending and Borrowing agency's name, signature and date per the Signature Authority.

Terms:

This form is not to be used for more than 6 months nor is it to be used in lieu of an IRIS FT. The lending agency will keep this signed document for the full life of the loan and will destroy this document upon the satisfactory return and inspection of its listed property. Any damage found upon return of the property that is not listed on this form will be repaired to the lending agency's satisfaction by the borrowing agency.