

**REPORT OF PROPERTY FOR
DESIGNATED EMPLOYEE USE**

1. REPORTING AGENCY		6. EMPLOYEE NAME	
2. ADDRESS		7. ADDRESS	
3. ACCOUNTABLE PROPERTY OFFICE (Signature)	4. DATE	8. SUPERVISOR OF EMPLOYEE (Signature)	9. DATE
5. PHONE NUMBER		10. PHONE NUMBER	
11. DESCRIPTION OF PROPERTY			

Stipulations

- 1. The subject property listed above remains the property of the U.S. Government of Agriculture, Food Safety and Inspection Service, and are accountable to the Property Officer of the organizational unit.*
- 2. In the event of re-assignment within FSIS, separation from FSIS, retirement, or death, subject government property shall be returned to this organization.*
- 3. The subject property shall be used exclusively for government work. It is not to be used by the employee or any other person for other-than government-related work.*
- 4. The issuance of government property does not imply or grant approval for overtime (authorized or unauthorized).*
- 5. The government property shall not be used by any person other than the government employee whose signature is affixed hereunder.*

I agree to all the stipulations. I certify that I have received the government property listed above and it is to be used at:

12. FACILITY / ADDRESS			
13. BY (Employee Name)		14. FOR THE PERIOD	
15. EMPLOYEE SIGNATURE			16. DATE

The government property listed above is authorized for use by the designated employee

17. FOR THE PERIOD	18. SUPERVISOR'S SIGNATURE	19. DATE
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