

Appalachia HIDTA

**Property Receipt Form**

**AH-01**

***Attach AHIDTA Inventory***

***Number Sticker Above***

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| The intended use of this form is to document the purchase of all tangible, nonexpendable, personal property having a useful life of more than 1 year and an acquisition cost of $5,000 or more per unit at time of purchase.  Attach one of the two matching AHIDTA inventory number stickers in the upper right-hand corner of the AH-01. Attach the duplicate inventory number sticker to the newly-acquired property, unless inventory number sticker would jeopardize ongoing investigations or officer safety. Please complete the first and last section of this form. If seeking reimbursement via LC-07, please attach the completed AH-01 form to the LC-07 packet. If AHIDTA purchased the equipment, please return the completed AH-01 form to your State Coordinator. The Initiative/Task Force should retain a copy of the completed AH-01 form. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Inventory Number: | | | | Click here to enter text. | | | | | Property Receipt Date: | |  |
| Vendor: | |  | | | | | | | | | |
| Brand Name & Description : | | | | | | |  | | | | |
|  | | | | | | |  | | | | |
| Serial #: | | |  | | | | | Model #: | |  | |
| Cost: |  | | | | | | | | | | |
| Initiative/Task Force: | | | | | | Choose an item. | | | | | |
| Equipment Location: | | | | |  | | | | | | |
|  | | | | | | | | | | | |

**Budget Information**

(Please leave blank, for AHIDTA use only.)

|  |  |  |
| --- | --- | --- |
| Agency: |  | |
| Initiative: | Choose an item. | |
| Budget Year: | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | Title: |  | | | Phone: |  |
| Signature: | |  | | | Date: |  | | |

**Initiative/Task Force Official Responsible for Property Receipt and Control:**