U.S. Postal Service

Supplies and Equipment Receipt

Date

FROM: Post Office, State and ZIP+4

Section of Unit

Requested By *(Individual or Title)*

Consignment Completed By

Work Order/Route Sheet Number

TO:

Shipment Made By

Hand to Hand

Distribution

1. Original to stockroom file.
2. Duplicate to mechanic.
3. Triplicate to personnel folder.

Approved: _____ _____

Foreman, MPE — Date

Custody Receipt

This form may be used as an intra-office custody receipt.

Quantity	Item Number	Property Code Number	Description	Recorded Cost	

Loan Period *(Number of Days)*	Date Loaned	Received in good condition? ☐ Yes ☐ No If NO, explain on reverse.	
	Date Returned	Received By *(Signature)*	Final salary or expense checks will not be released until all property for which an employee is individually responsible has been returned or satisfactorily accounted for.

PS Form **1590,** May 1991