

U.S. Postal Service  
**Material Inventory Change**

Postal Unit	Location Number	Date
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**Instructions**

Materiel Accountability Officer prepares this form in triplicate when transfer is between control locations within the postal installation; or upon receipt as an addition to the installation.

Original -- signed by both shipping and receiving units -- then sent to Materiel Accountability Officer.

Copy 1 -- retained by shipping unit.

Copy 2 -- retained by receiving unit.

**Received at Unit**

Property Code No.	Item No. (If any)	Description of Item	Qty	Cost	Transferred From
Signature			Title		Date

**Removed from Unit**

Property Code No.	Item No. (If any)	Description of Item	Qty	Cost	Transferred To
Signature			Title		Date

**Remarks**