



State of Alaska

Temporary Hand Receipt

IRIS Assigned Department

Borrowing Department

From: _____
 POC: _____

To: _____
 POC: _____

This (These) Item(s) is being lent to the above SOA agency for:

Service and/or Repair

Is damaged and in need of repair

Loan for use up to, but no longer than, 6 months

AND

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 Section Managers 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.

Lending Department

Borrowing Department

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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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>	
<input checked="" type="checkbox"/> Service and, or Repair	<input type="checkbox"/> Is damaged and in need of repair
<input type="checkbox"/> Loan for use up to, but no longer than, 6 months	<input checked="" type="checkbox"/> Is not damaged
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Is being loaned with damage as described below

AND

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.