HQ F 580.2 (04-13)

**U.S. DEPARTMENT OF ENERGY**

*****EMPLOYEE PERSONAL PROPERTY REMOVAL AUTHORIZATION*****

| NAME(Last, First, MI) | Org Code | Phone # |
|---|---|---|
| Item Description | Make | Model |
| Tag Number | Serial Number | Exp. Date |

**RECEIPT ACKNOWLEDGMENT**

I hereby acknowledge receipt for the item listed above and will hold myself accountable for its safety. I understand that DOE is not responsible nor financially liable for loss, theft, damage or destruction of employee's personal property bought into DOE' s facilities.

_____ _____

Signature of Property Recipient Date

_____ _____

Accountable Property Representative (APR) Digital Signature Date

This form replaces form HQ F 1400.25