

How do I fill out a Prop 4 correctly?

Fill out a Property Receipt Form 4 or Prop 4 located on the Forms Management homepage under the Facilities Form tab.

1. Enter the page Number
2. Enter the School/ Work Location Name
3. Enter the Center Number
4. Enter Name of Person Approving the pickup or transfer of the material to Surplus
5. Enter the name of the person releasing the material to Surplus
6. Check the box marked for Excess/ Surplus
7. Enter Item Number
8. Enter Quantity of each item
9. Enter Description of item
10. Enter Serial number listed on item