

Appalachia HIDTA

**Property Receipt Form**

**AH-01**

***Attach AHIDTA Inventory***

***Number Sticker Above***

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| The intended use of this form is to document the purchase of all tangible, nonexpendable, personal property having a useful life of more than 1 year and an acquisition cost of $5,000 or more per unit at time of purchase.Attach one of the two matching AHIDTA inventory number stickers in the upper right-hand corner of the AH-01. Attach the duplicate inventory number sticker to the newly-acquired property, unless inventory number sticker would jeopardize ongoing investigations or officer safety. Please complete the first and last section of this form. If seeking reimbursement via LC-07, please attach the completed AH-01 form to the LC-07 packet. If AHIDTA purchased the equipment, please return the completed AH-01 form to your State Coordinator. The Initiative/Task Force should retain a copy of the completed AH-01 form. |

|  |  |  |  |
| --- | --- | --- | --- |
| Inventory Number:  | Click here to enter text. | Property Receipt Date: |   |
| Vendor: |   |
| Brand Name & Description : |   |
|  |   |
| Serial #: |   | Model #: |   |
| Cost: |   |
| Initiative/Task Force: | Choose an item. |
| Equipment Location: |   |
|   |

**Budget Information**

(Please leave blank, for AHIDTA use only.)

|  |  |
| --- | --- |
| Agency:  |   |
| Initiative: | Choose an item. |
| Budget Year: |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name:  |   | Title: |   | Phone: |   |
| Signature: |  | Date: |   |

**Initiative/Task Force Official Responsible for Property Receipt and Control:**