

Mail Stop : 303 PETERSOHN BRIAN K.

Identifier	Flags	Official Name	Manufacturer	Model	Serial Number	Asset Value	Eff Date
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A custodian signs a receipt for all assets, is accountable for all assigned items, and is responsible for knowing the location of these assets.

A custodian ensures that transactions associated with Telecom assets assigned to their custody are reported to Telecommunications for update.

Your inventory must be completed and the signed originals returned to MS 228 no later than July 18, 2008.
Inventory lists with incomplete data or missing signatures will be returned for additional input.

If you have an item that does not have a tag or you do not know the tag number, contact the Telecommunications office at telecom@fnal.gov or x5411.

Custodian Signature	Date	Verified By	Badge #	Date
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Office Use Only: Entered By _____