

**RECEIPT OF RETURNED SEMI-EXPENDABLE PROPERTY**

Entity Name:

Date:

RRSP No.:

This is to acknowledge receipt of the returned Semi-expendable Property

Item Description	Quantity	ICS No.	End-user	Remarks

Returned by:

Received by:

\_\_\_\_\_   
 End User

\_\_\_\_\_   
 Head, Property and/or Supply Division/Unit

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Date

*Handwritten signatures:*   
 1. A signature starting with 'Maj'   
 2. A signature starting with 'T'   
 3. A signature starting with 'J'

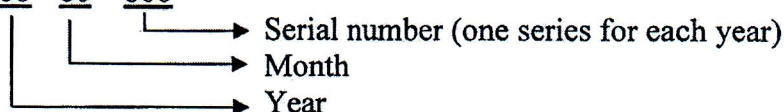
**RECEIPT OF RETURNED SEMI-EXPENDABLE PROPERTY  
(RRSP)**

*INSTRUCTIONS*

A. This form shall be prepared by the Accountable Officer for returned semi-expendable property whether serviceable or unserviceable. It shall be accomplished as follows:

1. **Entity Name** – the name of the agency/entity
2. **Date** – date of preparation of the RRSP
3. **RRSP No.** – shall be numbered by the Property and/or Supply Division/Unit as follows:

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4. **Item Description** – brief description of the returned semi-expendable property
5. **Quantity** – quantity of the returned semi-expendable property
6. **ICS No.** – Inventory Custodian Slip (ICS) number of the returned semi-expendable property
7. **End-user** – name of accountable officer/end-user returning the serviceable or unserviceable semi-expendable property
8. **Remarks** – comments (e.g. reason for the return, cancelled ICS, and other information)
9. **Returned by** – signature over printed name of the accountable officer/end-user returning the serviceable or unserviceable semi-expendable property
10. **Received by** – signature over printed name of the designated Head, Property and/or Supply Division/Unit signifying receipt of the returned serviceable or unserviceable semi-expendable property

B. The RRSP shall be prepared in three copies to be distributed as follows:

*Original copy* – Accountable Officer  
*2<sup>nd</sup> copy* – Property and/or Supply Division/Unit Officer  
*3<sup>rd</sup> copy* – COA Auditor