

ARMY COMMUNITY SERVICE LOAN ITEM RECEIPT

PERSONAL DATA – PRIVACY ACT OF 1974

Entered into AFWP:

Incoming / Outgoing

ATTENTION: Regardless if it's for you or for the person you are sponsoring. YOU WILL BE RESPONSIBLE for the Loaner Bin (items), being issued to you. *	Is this your first enlistment? YES NO
SPONSOR'S NAME (L, F, MI):	RANK/PAY GRADE:
SPONSOR'S DOB:	BRANCH/Agency:
CMR ADDRESS:	CITY/BASE:
EMAIL ADDRESS:	UNIT/ORG:
CELL/HOME PHONE:	DUTY PHONE:

Bin Description	KIT #	CHECK-OUT DATE	Due DATE	Staff Initials	1 st Extension Date	Staff Initials
Bin for 1/2/4/6						
FURTHER EXTENSIONS			2 nd Ext. date	Staff Initials		

ITEM	I S S	R E T	ITEM	I S S	R E T	ITEM	I S S	R E T
Silverware/ Utensils			Dishes/Cookware					
Fork- Dinner			Coffee Mugs			Baking Sheet		
Knife- Dinner			Plastic Drinking Cups			Casserole Dish		
Knife- Steak			Bowls- Dinner			Coffee Maker 110/220		
Tablespoons			Plates- Dinner			Toaster 110/220		
Teaspoons			Plates- Salad			Iron 110/220		
Chef Knife			Mixing Bowl (S)			Ironing Board		
Potato Masher			Mixing Bowl (M)			Whisk		
Spatula/Pancake Flipper			Mixing Bowl (L)			Measuring Spoons (set)		
Spaghetti Server			Cutting Board			Measuring Cup/set		
Serving Spoon			Strainer/Colander					
Slotted Spoon			EXTRA ITEMS					
Vegetable Peeler			Pot w/lid (S)					
Can Opener			Pot w/lid (M)					
Serving Tongs			Pot w/lid (L)					
Ladle			Frying Pan					

IMPORTANT REMINDERS

1. Please ask for a copy of your form to use in repacking/returning the borrowed items. **WE WILL NOT ACCEPT INCOMPLETE BINS BACK.**
2. Please call and ask to speak with the Lending Closet Specialist on duty, if you need to **EXTEND** your loaner.
3. **ALL ITEMS MUST BE RETURNED CLEAN AND IN WORKING CONDITION. We will always check the items with you thoroughly during the process.**

I. HOLD HARMLESS AGREEMENT:

The availability and loan of an item does not constitute Army endorsement of the product or its manufacturer. Instructions, if provided, must be read and followed. The signee (CLIENT) agrees to hold harmless and defend the Government of the United States and all its agents, acting officially or otherwise, from any and all liability, claims, demands, actions, debts, and attorney’s fees arising from, claimed on account of, or in any manner predicated on the loss or damage to the property of the injuries to or death of any persons whatsoever, which may occur from the use of these items.

II. POLICY on OVERDUE ITEMS:

CUSTOMER INITIALS: _____

1. Loan items must be returned on/or before the date specified.
2. Please ensure that you provide us with a working email/contact number so we can contact you regarding your loaner. We will consider that your loaner is overdue if you do not call us for an extension.
3. **If attempts to contact you failed or we do not hear from you, our next option will be to contact your unit Commander/ next in line Supervisor to assist us in recovering the loaner bin/items.**

III. RETURN ITEMS

1. Damaged/lost items must be replaced with items of the same cost value. Please consult the Relocation Staff before purchasing replacements. **WE DO NOT ACCEPT ANY FORM OF PAYMENTS.**

IV. CERTIFICATION

My signature indicates my understanding of the conditions related to the loan, use, and return of these items. It also denotes acceptance of full liability and responsibility for the use of loaned items, and for the safety of any person who uses the items. **CUSTOMER INITIALS** _____

CLIENT’S PRINTED NAME _____	CLIENT’S SIGNATURE _____	Date: _____
ACS Staff Use ONLY DO NOT WRITE BELOW THIS LINE		
Issued By: _____	Print: _____	Date: _____
	Sign: _____	
Received By: _____	Print: _____	Date: _____
	Sign: _____	

STAFF NOTES:	