

ARMY COMMUNITY SERVICE LOAN ITEM RECEIPT

PERSONAL DATA – PRIVACY ACT OF 1974

Entered into CTS:

Incoming / Outgoing

Individual picking up items (if other than sponsor):	First Termer/Duty Station? YES NO
SPONSOR NAME (L, F, MI):	RANK/PAY GRADE:
SPONSOR DOB:	BRANCH/CIV:
ADDRESS:	CITY/BASE:
EMAIL ADDRESS:	UNIT/ORG:
CELL/HOME PHONE:	DUTY PHONE:

ITEM	KIT # / SN #	CHECK-OUT DATE	DUE DATE	EXTENTION DATE	STAFF INITIALS
Kit for Family of 4 (30 days)					
Kit for Family of 6 (30 days)					

ITEM	ISS	RET	(+)	ITEM	ISS	RET	(+)	ITEM	ISS	RET	(+)
<u>Silverware/ Utensils</u>				<u>Dishes/Cookware</u>				<u>Extra Items</u>			
Fork- Dinner (\$2)				Coffee Mug (\$8)				Baking Sheet (\$5)			
Knife- Dinner (\$3)				Plastic Drinking Cups (\$2)				Casserole Dish (\$20)			
Knife- Steak (\$4)				Bowls- Dinner (\$5)				Coffee Maker 110/220 (\$30)			
Tablespoons (\$2)				Plates- Dinner (\$8)				Toaster 110/220 (\$30)			
Teaspoons (\$2)				Plates- Salad (\$5)				Iron 110/220 (\$20)			
Chef Knife (\$10)				Pot w/lid (S) (\$20)				Ironing Board (\$15)			
Potato Masher (\$5)				Pot w/lid (M) (\$30)				Measuring Cup (\$5)			
Spatula/Pancake Flipper (\$5, \$10)				Pot w/lid (L) (\$40)				Measuring Spoons (\$8)			
Spaghetti Server (\$3)				Frying Pan (\$40)				ITEM	ISS	RET	(#)
Serving Spoon (\$7)				Cutting Board (\$5)				<u>Children Items</u>			
Slotted Spoon (\$7)				Mixing Bowl (S) (\$5)				High Chair (\$50)			
Vegetable Peeler (\$5)				Mixing Bowl (M) (\$10)				Pack 'n' Play (\$50)			
Can Opener (\$8)				Mixing Bowl (L) (\$15)				Stroller (\$80)			
Serving Tongs (\$2)				Strainer/Colander (\$10)				Booster Seat (\$15)			

Keep this receipt to repack your borrowed items and confirm return of all items borrowed.

Prices indicated above are the replacement costs for a single item.

Please return your items on time.

ALL ITEMS MUST BE RETURNED CLEAN AND IN WORKING ORDER!

I. LOAN CONDITIONS:

Prior to acceptance, all items must be inspected to ensure they are clean. Items must not be accepted if they are unclean, cracked, or otherwise not in good condition. We suggest re-cleaning or washing all dishes and other utensils before they are used. **Strollers, booster seats and highchairs should be wiped with a diluted bleach solution before you use them. Repair or replacement charges may be assessed on any damaged or lost items.** Loaned items must not be further lent or transferred to another individual. LOADING AND UNLOADING ITEMS ARE THE RESPONSIBILITY OF THE BORROWER.

II. HOLD HARMLESS AGREEMENT:

The availability and loan of an items does not constitute Army endorsement of the product or its manufacturer. Signing of this form denotes acceptance of full liability and responsibility for the use of loaned items, and for the safety of any person who uses the items. Instructions, if provided, must be read and followed. The signee 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.

III. RETURN POLICY:

1. Loan items must be returned on or before the date specified.
2. Some loan items are in high demand and an extension of the loan period may not be possible. To request an extension, contact the Relocation Staff.
3. Your unit Commander/ Supervisor will be contacted if items are not returned on the due date.
4. Damaged/ lost items must be replaced with items of the same cost value. Consult the Relocation Staff before purchasing replacements. **WE DO NOT ACCEPT ANY FORM OF PAYMENTS.**

Customer Initials: _____

IV. CERTIFICATION:

My signature, when signed to this document, indicates my understanding of the conditions related to the loan, use, and return of these items.

Customers Signature:		Date:
ACS Staff Use ONLY		
Issued By:	Print:	Date:
	Sign:	
Received By:		
	Print:	Date:
	Sign:	