DEPARTMENT OF HOMELAND SECURITY

U.S. Coast Guard

REPORT OF EXCHANGE/SALE

1. DATE	2. REPORT NUMBER	3. UNIT NAME	4. ATU	5. OPFAC

6. PERSONAL PROPERTY EXCHANGE/SOLD

(a) ITEM	(b) TAG NUMBER	(c) SERIAL NUMBER	(d) DESCRIPTION	(e) DATE OF SALE	(f) FEDERAL SUPPLY CLASSIFICATION CODE	(g) ACQUISITION COST	(h) EXCHANGE ALLOWANCE/ NET PROCEEDS

(i) CLASSIFICATION: ☐ **Exchange** ☐ **Sale** | **(j) SALES PROCEEDS ACCOUNT:**

(k) Does property requested for the purposes of exchange/sale meet all of the criteria listed in CFR 102-39? ☐ Yes ☐ No

7. Name of Property Custodian	Signature	Date
8. Name of Accountable Property Officer (APO)	Signature	Date

9. REPORT REVIEW AND APPROVAL

(a) ☐ **COMMANDING OFFICER** ☐ **OFFICER-IN-CHARGE** ☐ **UNIT LEVEL SUPERVISOR**

☐ Approved ☐ Disapproved

The exchange/sale of personal property complies with the Code of Federal Regulations Section 102-39. ☐ Yes ☐ No

Name	Title/Position	Signature	Date

(b) **REGIONAL MANAGERS** *(specify)* ☐ **N/A** ☐ Approved ☐ Disapproved

Name	Title/Position	Signature	Date

(c) **PROGRAM** *(specify)* ☐ **N/A** ☐ Approved ☐ Disapproved

Name	Title/Position	Signature	Date

(d) **FINAL AUTHORITY** *(specify)* ☐ **CO/OINC/UNIT LEVEL SUPERVISOR is Final Authority** ☐ Approved ☐ Disapproved

Name	Title/Position	Signature	Date

10. PERSONAL PROPERTY TO BE ACQUIRED

(a) ITEM	(b) MANUFACTURER MAKE	(c) MANUFACTURER MODEL	(d) DESCRIPTION	(e) DATE OF EXCHANGE	(f) FEDERAL SUPPLY CLASSIFICATION CODE	(g) ACQUISITION COST	(h) VENDOR

11. Supplemental Information

Reset