

REGISTERED MAIL - BALANCE AND INVENTORY

PREPARING ACTIVITY	PERIOD COVERED (YYYYMMDD)	
	FROM	TO

PART I - NUMBER OF ITEMS PROCESSED

SECTION A - ON HAND, ACCEPTED, RECEIVED AND PREPARED FOR DISPATCH			SECTION B - OPENED, DELIVERED, DISPATCHED AND ON HAND		
1	ITEMS ON HAND AT START OF PERIOD		9	ITEMS DELIVERED ON PS FORM 3849 AND 3883	
2	ITEMS ACCEPTED ON PS FORM 3806 AND 3877 AND RETURNED FROM UMC ON PS FORM 3883		10	ITEMS LISTED ON INSIDE BILLS (PS Form 3854)	
3	ITEMS LISTED ON INSIDE BILLS (PS Form 3854)		11	ITEMS LISTED ON OUTGOING MANIFESTS	
4	ITEMS LISTED ON INCOMING MANIFESTS		12	ITEMS LISTED ON OUTGOING TRUCK BILLS	
5	ITEMS LISTED ON INCOMING TRUCK BILLS		13	NUMBER OF POUCHES/JACKETS OPENED	
6	NUMBER OF POUCHES/JACKETS CLOSED		14	ITEMS ON HAND AT END OF PERIOD	
7	ITEMS RECEIVED FROM OTHER SOURCES		15	TOTAL OF ITEMS 9 THROUGH 14 (This total must be the same as the total shown in item 8)	0
8	TOTAL OF ITEMS 1 THROUGH 7	0			

SECTION C - INVENTORY BY NUMBER OF EACH ITEM DELIVERED ON PS FORM 3849 (Continue in remarks if necessary)

PART II - REMARKS

PART III - VERIFICATION AND TRANSFER OF ACCOUNTABILITY

A. I VERIFY THAT ALL ENTRIES ON THIS BALANCE AND INVENTORY ARE CORRECT

1. SIGNATURE OF PERSON PREPARING FORM	2. SIGNATURE OF VERIFYING OFFICIAL
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B. I ACKNOWLEDGE RECEIPT OF ALL REGISTERED ITEMS LISTED ON THIS INVENTORY

2. TYPED/PRINTED NAME OF ACCEPTOR (Last, First, Middle Initial)	2. PAY GRADE	3. SIGNATURE
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(Enter complete listing at the close of business or shift change)

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