



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
REQUEST FOR PROPERTY ACTION**

Date of Request:

Initiating Organization			Custodial Code		
Mailing Address			Admin Code		
City			CAN No.		
State	ZIP Code		Location of Property		
Contact Name		Telephone No.			

Action Requested (Check one)

Transfer
 New Receipt
 Turn In
 Disposition Instructions (Explain in Detail - Use Reverse Side of Form.)

Receiving Organization	Custodial Code
Location	CAN No.

Barcode/Decal Number	Serial Number	Description of Property (Noun Name, Mfg Name, Model Number, Stock Number)	QTY	Unit of Issue	Cond. (see below.)	Unit Cost	Total Cost
TOTAL							

Special Processing Requirements:

Project Officer Assigned Yes No PO Signature: _____ Date: _____
 *IRM Clearance Yes No IRM Signature: _____ Date: _____
*IRM Equipment certified free of commercial software/sensitive information

Signature of Property Custodial Officer/Initiator (PCO)	Date	Property Section Only	
Signature of Receiving Official	Date	Property Custodial File Update/Final Property Action	
Signature of Property Accountable Officer (PAO)	Date	Initials of Property Technical/Accountable Officer	Date

Property Voucher Control Number

Condition Codes: (see FPMR 101-43.48 for definitions) 1 = New 4 = Usable 7 = Repairable X = Salvage S = Scrap	Distribution Original - Property Accountable Officer 1 Copy - Retained by PCO 1 Copy - Retained by Requester 1 Copy - Transfer Receiving Office
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INSTRUCTIONS FOR COMPLETING HHS-22

1. Date of request.
2. Identify your organization, location, room number, and telephone number.
3. Custodial area/location code.
4. Common accounting number and your administrative/custodial code.
5. Specify what you want to have done.
6. Provide DATA on the recipient.
7. Serial number or local decal number. If neither, leave blank. **DO NOT COMBINE MACHINES AND FURNITURE.**
8. Complete nomenclature of the item(s) stock number, model number, etc. It is necessary to adequately describe the items to insure identification.
9. Number of units.
10. Unit of issue: each, set, pkg., etc.
11. Condition code. See below.
12. Acquisition cost or best estimate.
13. Name and signature of Custodial Officer.
14. Name and signature of individual receiving property.
15. Signature of Accountable Officer or authorized representative.
16. Certification by the Accountable Officer when action has been posted to appropriate account.
17. Number assigned by the Accountable Officer.

CONDITION CODES		
Disposal Condition Code	Brief Definition	Expanded Definition
1	New	Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
4	Usable	Property which shows some wear, but can be used without significant repair.
7	Repairable	Property which is unusable in its current condition but can be economically repaired.
X	Salvage	Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
S	Scrap	Property which has no value except for its basic material content.

ADDITIONAL STEPS REQUIRED IN PMIS WHEN SEEKING APPROVAL FOR THESE TYPES TRANSFERS

TRANSFER TO NATIVE AMERICAN TRIBAL:

- T1/T5 Status
 638 Contract Number

TRANSFER TO NON-PROFIT:

- GSA Authority Form

TRANSFER TO ANOTHER GOV AGENCY:

- FACT Trading Partner

Distribution:

- Original and 2 - To Accountable Officer
1 Copy - To Receiving Office
1 Copy - Hold