

**RECEIPT FOR ITEMS TO BE SOLD**  
**(THIS FORM MUST ONLY BE COMPLETED BY A DGS REPRESENTATIVE)**

**THIS RECEIPT IS ACKNOWLEDGING THAT THE FOLLOWING ITEM  
 HAS BEEN RECEIVED FOR SALE AS RELEASED BY:**

<b>OWNING/LEASING AGENCY:</b>
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**THE VEHICLE OR EQUIPMENT LISTED ON THIS RECEIPT MUST BE DELIVERED TO THE  
 DESIGNATED LOCATION AND DATE INDICATED BELOW:**

<b>LOCATION:</b>
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<b>DATE:</b>
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**PLEASE NOTE:**

**IF THE SPECIFIC VEHICLE OR EQUIPMENT LISTED BELOW IS NOT RECEIVED ON THE DATE DESIGNATED ABOVE, AN EXTENDED HANDLING FEE WILL BE ASSESSED TO THE OWNING/LEASING AGENCY BY THE DEPARTMENT OF GENERAL SERVICES.**

**FOR AGENCY OWNED VEHICLES: THIS RECEIPT MUST BE PRESENTED ALONG WITH A COPY OF THE DEPARTMENT OF GENERAL SERVICES APPROVED STD. 152 FOR THE VEHICLE LISTED BELOW AT THE TIME OF VEHICLE DROP OFF. VEHICLES OR EQUIPMENT DELIVERED WITHOUT APPROVED PAPERWORK WILL NOT BE ACCEPTED.**

**VEHICLE**

LICENSE PLATE OR E NUMBER	YEAR	MAKE/MODEL	VIN	EQUIPMENT NUMBER	DGS APPROVED STD. 152 RECEIVED WITH AGENCY OWNED VEHICLE (Y/N)  <i>(FOR DGS USE ONLY)</i>

**EQUIPMENT**

LICENSE PLATE NUMBER	YEAR	MAKE/MODEL	SERIAL NUMBER	EQUIPMENT NUMBER	DGS APPROVED STD. 152 RECEIVED WITH AGENCY OWNED VEHICLE (Y/N)  <i>(FOR DGS USE ONLY)</i>

**TO BE COMPLETED ONLY UPON VEHICLE/EQUIPMENT DELIVERY:**

<b>REPRESENTATIVE FOR AGENCY DELIVERING VEHICLE OR EQUIPMENT:</b>		
PRINT NAME:	SIGNATURE:	DATE:

<b>DGS REPRESENTATIVE RECEIVING VEHICLE OR EQUIPMENT:</b>		
PRINT NAME:	SIGNATURE:	DATE: