PERSONAL PROPERTY SALES PACKAGE TRANSMITTAL

NUMBER	REGION
DATE SENT	SYMBOL

1. REGISTER OF REMITTANCES RECEIVED NUMBER	2. DEPOSIT TICKET NUMBER(S)

3. TOTAL OF GSA FORMS 27 AND 27A	5. REFUND DUE FROM FINANCE *(NOT CREDIT CARDS)*	
$	a. SALE AND LOT NUMBER	b. DOLLAR AMOUNT
4. TOTAL OF REGISTER OF REMITTANCES RECEIVED		$
$		
6a. TOTAL OF DEPOSIT TICKET(S)	6c. SALE NUMBER(S) AND THE TOTAL AMOUNT OF TRANSACTIONS COLLECTED FOR THE SALE(S)	
$		
6b. TOTAL OF CREDIT CARD RECEIPTS		$
$		

7. DISCREPANCIES

a. IF TOTALS IN BLOCKS 3, 4, AND 6a PLUS 6b ARE NOT EQUAL, EXPLAIN BELOW

b. SALES ACTION TAKEN TO RESOLVE

8. SIGNATURE OF COLLECTION OFFICER AND DATE SIGNED	9. SIGNATURE OF REVIEWING OFFICIAL AND DATE SIGNED

RETURN RECEIPT

1. DATE OF RECEIPT	2. NUMBER

3. SIGNATURE OF RECEIVING OFFICIAL FOR FINANCE

4. CONDITION OF PACKAGE

- ☐ PACKAGE RECEIVED BY FINANCE. REGION WILL BE ADVISED IF ADDITIONAL INFORMATION IS REQUIRED.
- ☐ PACKAGE COMPLETE AND BALANCED AS SUBMITTED
- ☐ NECESSARY ACTION TO COMPLETE PACKAGE *(Explain below)*

5. RETURN TO:	6. DATE RETURNED
	7. SIGNATURE OF RETURNEE