

**The George Washington University  
Materials Management  
2025 F Street N.W.  
Room 104  
Washington, D.C. 20052**

MATERIAL DELIVERED TO:

INDIVIDUAL'S NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

THIS IS A: (check one)

- SALE
- DONATION
- INVOICE
- SHIPPING TICKET
- TEMPORARY RECEIPT

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT

RELEASED BY DEPARTMENT/SCHOOL:  
(PRINT & SIGN NAME) \_\_\_\_\_

DATE: \_\_\_\_\_

RELEASED BY SCO:  
(PRINT & SIGN NAME) \_\_\_\_\_

DATE: \_\_\_\_\_

RECEIVED BY:  
(PRINT & SIGN NAME) \_\_\_\_\_

DATE: \_\_\_\_\_

**By signing the release above, a department/school selling or donating any personal computer certifies that the hard disk has been purged of all material related to The George Washington University.**