



Creating Materials & Energy Solutions
U.S. DEPARTMENT OF ENERGY

Personal Property Reporting Form

All property acquired during the life of the contract (whether acquired by the Subcontractor or furnished by Ames Laboratory) must be identified, controlled and protected. Subcontractor shall use this form to submit all property acquired under this subcontract at a cost of \$5,000 or more and all high risk and sensitive items regardless of cost. Ames Laboratory will provide asset tags for Contractor to place on the property.

High Risk Personal (HRPP)-Property and Sensitive Personal Property includes property that is potentially dangerous to the public safety or security if stolen, lost, or misplaced, or that shall be subject to exceptional physical security protection, control, and accountability. Examples of these property types include: export controlled property, hazardous property, radioactive property, property with nuclear weapon components, precious metals (gold, silver, platinum, palladium, rhodium, iridium, ruthenium, osmium), firearms, ammunition, pyrotechnics, and explosives.

Subcontract #: _____

Name/Description of Property	Manufacturer	Model #	Serial #	Unit Cost	Date Received	Date In Service