**[Special Instructions: This document is “protected” to allow use as a form. “Unprotect” document if additional table cells are needed.]**

#### Lawrence Livermore National Laboratory

# PROPERTY IDENTIFICATION LIST

Invoices requesting reimbursement for property acquired by a subcontractor, regardless of the acquisition value of the property (universities/non-profits, see NOTE below), shall include a completed copy of this form.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subcontractor Name: |  | | LLNS Contract Analyst: | | |  | | | |
| Contact Name: |  | | Telephone Number: | | |  | | | |
| Address: |  | | Subcontract Number: | | |  | | | |
|  |  | | **Submit (with Supplier Invoice)**\* **to:** | | | Lawrence Livermore National Laboratory | | | |
| Telephone Number: |  | |  | | | Subcontract Administration Support Section (SASS) Group | | | |
|  |  | |  | | | P.O. Box 5012, L-650 | | | |
| Voucher Number: |  | | Voucher Date: | | | Livermore, CA 94551 | | | |
| Supplier Invoice Number: |  | | Supplier Invoice Date: | | |  | | | |
| Nomenclature (Description) | Manufacturer Name | Model Number  (as listed on unit) | | Serial Number  (as listed on unit) | Acquisition  Date | | Quantity | Unit Cost (each) | Property Custodian Name |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |

**Property Location:**

**Verified/Submitted by:**        **Date:**

**ITEMS REQUIRING LLNL/DOE U.S. GOVERNMENT PROPERTY NUMBERS**

**(LLNS Property Management Representative will provide property tags)**

|  |  |
| --- | --- |
| Equipment Property Property with an acquisition cost of **$10,000.00** or more. | |
| Attractive Property Property with no minimum acquisition cost from the following categories: | |
| **Aircraft:** Drones, Unmanned Aerial Systems/Vehicles (UAS/UAVs)  **Baton – Law Enforcement:** Auto-Lock, Expandable  **Computers:** Includes server, tablet, notebook, miniature, mini, micro sticks, holographic, hand-held  **Firearms:** As determined by Security Organization  **Multi-functional Office Equipment:** Printer, scanner, fax machine, copier, digital sender | **Night Vision Devices:** Binocular, monocular, goggles  **Printers:** Laser, ink-jet style, 3D (Additive Manufacturing Device). Does NOT include Large Format (Plotters) or Specialty Type such as Badge, Barcode, Color Thermal, Turbo Dot, etc.  **Radios-Two Way APCO Transceiver:** Security Organization: Encrypted APCO Project 25 (P25) transceivers (portable, mobile, and base station)  **Repositories:** Includes security containers w/combination locks  **Scanners:** Computer type, 3D, flatbed, document, digital sender |

NOTE: Title to property (and other tangible personal property) having an acquisition cost of less than $5,000.00 purchased under Standard Research Subcontracts shall vest in the Subcontractor upon acquisition and do not need to be listed on this form. (Applicable if FAR 52.245-1 & Alternate II was included in the Subcontract.)