



Standard Practice for Receipt Notification as a Result of Tangible Property Movement¹

This standard is issued under the fixed designation E 2606; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ε) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This practice covers the process of receipt notification as a result of tangible property movement.

1.2 The application of this practice should promote accurate visibility of tangible property location.

1.3 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Referenced Documents

2.1 *ASTM Standards:*²

E 2135 Terminology for Property and Asset Management

3. Terminology

3.1 *Definitions*—For definitions relating to property and asset management, refer to Terminology **E 2135**.

3.1.1 *movement document, n*—any document used to move tangible property, that is, shipping, transfer, or receipt document.

3.1.2 *notification, v*—a documented means of delivering a message to a specific recipient.

3.1.3 *property custodian, n*—an individual or organization accountable for property.

3.1.4 *receiving, v*—the process of accepting incoming property into an entity's control. It includes verification, identification, and recording of incoming property.

4. Significance and Use

4.1 It is the intent of these principles to provide guidance for an efficient system to acknowledge custody of tangible property through certification of receipt.

4.2 These principles allow for better control of tangible property movement within any organizational structure, including suppliers and alternate locations.

4.3 Use of this practice will provide an auditable document for proof of custody change.

5. Procedure

5.1 Upon completion of receiving, the property custodian shall sign and date the movement document. The property custodian shall forward a hardcopy or electronic equivalent of the signed movement document to the originator or Property Management, or both, or as directed by the instructions on the movement document as promptly as possible.

5.2 Property Management will promptly update the property control system for location change and date received upon receipt notification.

6. Keywords

6.1 custodian; movement; notification; receipt; receiving; suppliers; tangible property

¹ This practice is under the jurisdiction of ASTM Committee E53 on Property Management Systems and is the direct responsibility of Subcommittee E53.01 on Process Management.

Current edition approved June 1, 2008. Published July 2008.

² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

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