

Department of Defense Dependents Schools
Isles District Office
APO AE 09461-5470

SOP 96-015
August 1, 1996
Updated October 29, 2004

**STANDARD OPERATING PROCEDURE
ACCOUNTABLE PROPERTY/WAREHOUSE/RENTAL TRUCK**

PURPOSE: To establish procedures and controls within the DSO for the checkout of the rental truck, and accountable property from the DSO or the warehouse.

PROCEDURES:

1. Any accountable property that is taken to another location from the DSO, Building 30, Building 34, or the DSO Warehouse, Building 58, will be properly hand-receipted from the Hand Receipt Holder or the Property Custodian (Supply Technician) in person before the item leaves the premises.
2. Government property should not be left in a POV overnight or for any long period of time. Should any items be stolen from a POV, a police report is required for submission with the Report of Survey.
3. Keys for the Warehouse or the Rental Truck will be checked out from the Supply Technician and returned the same day, unless prior approval has been given.
4. Prior approval for use of the rental truck will be obtained from the DSO Supply Technician. The DSO has priority for the use of the rental truck.
5. Use of the rental truck will be contingent upon the driver being properly licensed.

CONTROLS:

1. Temporary Issue Receipt, AF 1297.
2. Check-out log for Rental Truck.


Linda L. Curtis
Superintendent