

## RECONCILIATION OF SALE OF GOVERNMENT-OWNED PERSONAL PROPERTY

1. REGION	2. SALE NUMBER	3. SALE DATE	4. LOCATION
5. RECEIPTS	a. TOTAL RECEIPTS COLLECTED		\$
	b. NO. OF UNCOLLECTED GSA FORMS 27/27A		NO.
	c. TOTAL AMOUNTS FROM UNCOLLECTED GSA FORMS 27/27A		\$
7. SIGNATURE OF COLLECTION OFFICER			6. TOTAL OF SALE (5a + 5c)
			\$
			8. DATE
9. AMOUNTS SHOWN ON GSA FORMS 27/27A	a. TOTAL AMOUNTS FROM COLLECTED GSA FORMS 27/27A		\$
	b. NO. OF UNCOLLECTED GSA FORMS 27/27A		NO.
	c. TOTAL AMOUNTS FROM UNCOLLECTED GSA FORMS 27/27A		\$
11. SIGNATURE OF SALES CONTRACTING OFFICER OR DESIGNEE			10. TOTAL OF SALE (9a + 9c)
			\$
			12. DATE
13. TOTAL AMOUNT OF SALE FROM RECORDER'S COPY OF SALE			TOTAL OF SALE
			\$
14. SIGNATURE OF INDEPENDENT PERSON			15. DATE

### CERTIFICATION OF RECONCILIATION AND REVIEW BY THE SALES CONTRACTING OFFICER

16. TOTALS SHOWN IN BLOCKS 6, 10, AND 13 ABOVE	17. ACTION TAKEN
<input type="checkbox"/> MATCH <input type="checkbox"/> DO NOT MATCH	
18. TOTAL PROCEEDS AS SHOWN ON RECEIPTED GSA FORM 3594 AND RETURNED BY FINANCE DIVISION COVERING THIS SALE	
\$	
19. TOTALS ARE	20. ACTION TAKEN
<input type="checkbox"/> CORRECT <input type="checkbox"/> INCORRECT	
21. SIGNATURE OF SALES CONTRACTING OFFICER	
22. DATE	

### CERTIFICATION OF FINAL REVIEW BY SALES MANAGER

23. ACTION TAKEN
24. SIGNATURE OF SALES MANAGER
25. DATE
26. REMARKS