



# AIRMAN AND FAMILY READINESS CENTER

331 D.L. Ingram, Cannon AFB NM 88103      784-4228

## LOAN LOCKER HAND RECEIPT

*(THIS FORM IS EFFECTED BY THE PRIVACY ACT OF 1974)*

PRINT NAME (Last, First, Middle Initial)		GRADE	LAST 4 SSN
LOCAL ADDRESS (Include Zip)		ORGANIZATION / UNIT	HOME or CELL TELEPHONE
			WORK TELEPHONE
PCS		CIVILIAN	<input type="checkbox"/> Checked out in AFFIRST <input type="checkbox"/> Transferred to Cannon
<b>IN or OUT</b>	ACTIVE DUTY		
<b><u>HOUSEHOLD ITEMS</u></b>  <input type="checkbox"/> Table  <input type="checkbox"/> Chairs  <input type="checkbox"/> Futons  <input type="checkbox"/> Iron  <input type="checkbox"/> Ironing Board  <b><u>APPLIANCES</u></b>  <input type="checkbox"/> Alarm Clock  <input type="checkbox"/> Coffee Maker  <input type="checkbox"/> Crock Pot  <input type="checkbox"/> Microwave  <input type="checkbox"/> Toaster  <b><u>FOR BABY</u></b>  <input type="checkbox"/> Pack-N-Play  <input type="checkbox"/> High Chair	<b>Dish pack 2 PERSON #</b>  <input type="checkbox"/> Silverware Tray (1) <input type="checkbox"/> Dinner Forks (2)  <input type="checkbox"/> Salad Forks (2) <input type="checkbox"/> Butter Knives (2) <input type="checkbox"/> Tea Spoons (2) <input type="checkbox"/> Table Spoons (2) <input type="checkbox"/> 3 Pc Cook's Knife set <input type="checkbox"/> Bowls, cereal w/Lids (2) <input type="checkbox"/> Serving bowl w/ Lid (1) <input type="checkbox"/> Dinner Plates (2) <input type="checkbox"/> Salad Plates (2) <input type="checkbox"/> Water Glasses (2) <input type="checkbox"/> Coffee Mugs (2) <input type="checkbox"/> Pitcher w lid (2) <input type="checkbox"/> <b>7 piece pan set includes:</b> 1-Quart saucepan w/ Lid 2-Quart saucepan w/ Lid 4-Quart Dutch oven w/ Lid 8-inch saute' pan <input type="checkbox"/> <b>21 piece kitchen tool set:</b> Caddy, Peeler, Can Opener, Pizza Cutter, Whisk, Nylon Turner, Nylon Slotted Spoon, Nylon Spoon, Nylon Ladle, 2 Mixing Spoons, 2 Spatulas, 4 Measuring Cup set, 4 Measuring Spoon set	<b>Dish pack 4 PERSON #</b>  <input type="checkbox"/> Silverware Tray (1) <input type="checkbox"/> Dinner Forks (4)  <input type="checkbox"/> Salad Forks (4) <input type="checkbox"/> Butter Knives (4) <input type="checkbox"/> Tea Spoons (4) <input type="checkbox"/> Table Spoons (4) <input type="checkbox"/> 3 Pc Cook's Knife set <input type="checkbox"/> Bowls, cereal w/ Lids (4) <input type="checkbox"/> Serving bowl w/ Lids (2) <input type="checkbox"/> Dinner Plates (4) <input type="checkbox"/> Salad Plates (4) <input type="checkbox"/> Water Glasses (4) <input type="checkbox"/> Coffee Mugs (4) <input type="checkbox"/> Pitcher w lid (4) <input type="checkbox"/> <b>7 piece pan set includes:</b> 1-Quart saucepan w/ Lid 2-Quart saucepan w/ Lid 4-Quart Dutch oven w/ Lid 8-inch saute' pan <input type="checkbox"/> <b>21 piece kitchen tool set:</b> Caddy, Peeler, Can Opener, Pizza Cutter, Whisk, Nylon Turner, Nylon Slotted Spoon, Nylon Spoon, Nylon Ladle, 2 Mixing Spoons, 2 Spatulas, 4 Measuring Cup set, 4 Measuring Spoon set	

--	--	--

NAME, (PRINT)	DATE ISSUED	DATE DUE BACK	ISSUED BY
---------------	-------------	---------------	-----------

**PCS LOAN = 1 Calendar Month**

***Prior to acceptance, all items must be thoroughly inspected to ensure they are clean, in good working order, etc. Once accepted, condition is the responsibility of the borrower.***

We suggest re-cleaning or washing all dishes and other utensils before they are used. A suitable detergent and hot water (if washed by hand), or an automatic dishwasher may be used. Rinsing in a diluted household bleach solution is also recommended.

**1. REPAIR or REPLACEMENT**

Repair or replacement charges may be assessed on any damaged or lost items. Some items (i.e. pots and pans) are purchased assets; replacement cost will be assessed for the entire set and not prorated. If replacement charges are assessed for damaged items, borrower can keep the items (in case of sets, borrower can keep the entire set). Loaned items must not be further loaned or transferred to another individual. Loading and unloading the items are the responsibility of the borrower.

**2. HOLD HARMLESS AGREEMENT:**

The availability and loan of an item does not constitute Air Force endorsement of the product or its manufacturer. The signing of this form denotes acceptance of full liability and responsibility for the use of loaned items and for the safety of any person who uses the items. Instructions, if provided, must be read and followed.

The signee agrees to hold harmless and defend the Government of the United States and all its agents, acting officially or otherwise, from any and all liability, claims, demands, actions, debts, and attorney's fees arising from, claimed on account of, or in any manner predicated on the loss or damage to the property of and injuries to or death of any persons whatsoever, which may occur from the use of these items.

**3. RETURN POLICY:**

Loan items must be returned on or before the date specified; otherwise an extension must be requested from Airmen & Family Readiness Center at 784-4228. **Your unit commander will be contacted whenever borrowed items are not returned on time.**

**NOTE: ALL ITEMS MUST BE CLEAN WHEN RETURNED. THEY WILL BE INSPECTED AND ITEMS THAT DO NOT MEET CLEANLINESS STANDARDS WILL NOT BE ACCEPTED BY A&FRC UNTIL CLEAN.**

**4. CERTIFICATION:**

Receipt is hereby acknowledged for those items listed (in quantities indicated) on the reverse of this form. My signature, when affixed to this document, denotes my understanding of the conditions relating to the loan, use and return of these items.

X \_\_\_\_\_ (Signature of Borrower)      \_\_\_\_\_ (Date)

**RETURNED**

DATE	RECEIVED BY (PRINT)	Returned in AFFIRST. ____
------	---------------------	---------------------------

**DAMAGED OR MISSING**



# AIRMAN AND FAMILY READINESS CENTER

331 D.L. Ingram, Cannon AFB NM 88103 784-4228

## LOAN LOCKER HAND RECEIPT

--

Borrower	A&FRC
----------	-------