Property Management: Instructions and Information on how to complete the forms that follow:

1) These records/reports only apply to government property/equipment acquired under any contract that includes a property clause under Federal Acquisition Regulation FAR 52.245.1

2) Export Control Classification Number (ECCN) can be found on the Bill of Lading or on the invoice supplied by the manufacturer or vender. If the ECCN is not on either call manufacturer or vender and ask for shipping department and ask for the ECCN.

3) If more space is need to complete forms or reports, please use a separate sheet of paper to finish your information.

4) Once completed for all equipment, please forward the record/report to John Jacobs at jljacob2@uncc.edu