



Office of the Chief Administrative Officer

U.S. House of Representatives
 B-227 Longworth House Office Building
 Washington, DC 20515-6607
 202-225-8000 FAX: 202-225-2084

**Please drop off
 in B227 LHOB**

EQUIPMENT INSTALLATION \ ACCEPTANCE NOTICE

Purchase Order #: _____ Office Name: _____

Installation Location: _____ Vendor: _____

EQUIPMENT ACCEPTED \ INSTALLED

By signing this form you are accepting and authorizing payment on this equipment. The CAO inventory process will begin after payment has been processed. The installation date and the warranty period will commence on the CAO time stamp date.

Make \ Model	Serial Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

MAINTENANCE REMOVAL NOTIFICATION

As a result of accepting the above equipment, maintenance should be canceled on the equipment below. Offices may want to consult with the vendor for assistance in determining which equipment may no longer be needed. These changes will not become effective until this form is signed by both the vendor and the Member of Congress/Officer and is delivered to First Call. All maintenance adjustments/cancelations will become effective on the CAO time stamp date. **No retroactive cancellations will be accepted.**

Make \ Model	Serial Number	Asset Number	Reason for Cancel
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NO MAINTENANCE ACTION TO BE TAKEN (Must be checked if no equipment is listed above)

 Signature of Member of Congress \ House Officer

 Signature of Vendor