**Prisoner Property Disbursement Form:**

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| 1. Prisoner’s Printed Full Name:      | 2. Offender #:      | 3. Institution:      | 4. Date:      |
| 5. List And Describe Items To Be Given:      |
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| 6. Property To Be Given To: (Please include the phone # of the recipient as well.)      |
| 7. Prisoner’s Signature / Date: | 8. Authorizing Officer’s Signature / Date: |
| 9. Type of Recipient ID Verified: (Check One)[ ]  AK DL [ ]  AK ID [ ]  Other: . | 10. DL / ID Number:      |
| 11. Recipient’s Signature / Date: | 12. Releasing Officer’s Signature / Date: |
| 13. Special Remarks / Additional Comments:      |

Property not picked up within 90 days will be considered abandoned and disposed of according to policy.

**Distribution:** Prisoner Institutional File (Original), Property File (Copy), Prisoner (Copy).