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Army Regulation 210–174

Installations

Accounting Procedures for Prisoners' Personal Property and Funds

Headquarters
Department of the Army
Washington, DC
16 October 1987

SUMMARY of CHANGE

AR 210-174
Accounting Procedures for
Prisoners' Personal Property and
Funds

Change 1. This change--

- o Changes the proponent of this regulation from the Comptroller of the Army to the Office of the Director of Finance and Accounting (1-4a).

- o Revises procedures for reporting the balance of a prisoner's Personal Deposit Fund (para 2-1b(3)).

Headquarters
Department of the Army
Washington, DC
17 September 1986

Army Regulation 210–174

Effective 17 October 1986

Installations

Accounting Procedures for Prisoners' Personal Property and Funds

The original form of this regulation was published on 17 September 1986.

This UPDATE printing publishes Change 1 which is effective 16 October 1987. The portions of the text that are changed are highlighted.

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

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Brigadier General, United States Army
The Adjutant General

Summary. This revision updates the accounting procedures for prisoners' personal property and funds and revises the accounting forms used to record and control personal property and funds.

Applicability. This regulation applies worldwide to all Active Army and U.S. Army Reserve Components assigned the responsibility of accounting for prisoners' personal property and funds. This regulation does not apply to the Army National Guard.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Internal control systems. This regulation is subject to the requirements of AR 11–2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are contained in DA Circular 11–86–1.

Supplementation. Supplementation of this regulation and establishment of command or local forms~~other than DA forms~~ are prohibited without prior approval from ~~HQDA (DACA–FAP–N)~~the Office of the Director of Finance and Accounting, SAFM–FAP–N, Indianapolis, IN 46249–1056.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Office of the ~~Comptroller of the Army~~Director of Finance and Accounting. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to ~~HQDA (DACA–FAP–N)~~the Office of the Director of Finance and Accounting, SAFM–FAP–N, Indianapolis, IN 46249–1056.

Distribution. Distribution of this ~~issue has been~~publication is made in accordance with DA Form 12–9A–R requirements for 210-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Blocks 178 and 179 of the subscriber's DA Form 12–9A–R. AR 210–174 distribution is C for Active Army, D for ARNG, and USAR. Existing account quantities will be adjusted and new account quantities will be established upon receipt of a signed DA Form 12–9U–R (Subscription for Army UPDATE Publications Requirements) from the publications account holder.

Changes. Changes to the basic publication are shown by strikethroughs, underscores, and tint. Old material that is being deleted is lined out (struck through). New material that is being added is underlined (underscored) or, if extensive, printed in a gray, shaded area (tinted). Material that is extensively rewritten and reorganized is tinted.

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RESERVED

Chapter 1
General

1–1. Purpose
This regulation prescribes a uniform system of accounting for prisoners' personal property and funds for all military confinement and correctional facilities that have been established to confine military prisoners under the provisions of AR 190–47.

1–2. References
Required publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations
a. FAO—finance and accounting officer.
b. IRS—Internal Revenue Service.
c. PDF—personal deposit fund.
d. USDB—United States Disciplinary Barracks.

1–4. Responsibilities
a. The ~~Comptroller of the Army~~Office of the Director of Finance and Accounting will establish policies and procedures to account for the personal property and funds of prisoners.

b. The commanding officer of the confinement or correctional facility will appoint an officer or Department of the Army civilian as the custodian of prisoners' personal property and funds. If the commanding officer is also the custodian, the immediate superior of the commanding officer will be the responsible commander.

c. The custodian will be responsible for the receipt, safekeeping, disbursement, and accounting for the prisoners' personal property and funds and will perform assigned duties under the direction of the appropriate commander.

1–5. Transfer of accountability
In the absence of the custodian, an assistant custodian may be appointed.

a. When an assistant custodian is not appointed and the custodian is absent from the duty station for a period not exceeding 30 days, the responsible commander may appoint an acting custodian.

(1) The custodian will receive a memorandum receipt in duplicate from the acting custodian for the prisoners' personal property and the personal deposit fund (PDF). The original will be filed with the permanent records of the PDF and the duplicate kept by the custodian.

(2) On return of the prisoners' personal property and PDF from the acting custodian, the custodian will sign both copies. The original will be filed with the permanent records of the PDF and the duplicate kept by the acting custodian.

(3) Any changes in the status of the fund during the custodian's absence will be reconciled with the memorandum receipt prior to the receipt by the custodian.

b. If the custodian is to be absent for a period exceeding 30 days, the responsible commander will appoint a new custodian.

(1) When a new custodian is appointed for any reason, the prisoners' personal property and the PDF will be transferred on completion of the statements shown in figures 1–1 and 1–2.

(2) Incoming and outgoing custodians will jointly reconcile the fund balance with the individual accounts and accomplish an inventory, in the presence of the prisoners concerned, of as many containers of personal property as deemed necessary.

(3) The statements will be prepared in duplicate. The original will be filed with the permanent records of the PDF and the duplicate will be kept by the outgoing custodian.

Chapter 2
Operating Procedures

2–1. Personal deposit fund
a. General. The PDF is a fund held in trust and consists of the personal funds of prisoners. Each prisoner will be given the opportunity to establish a PDF. The account may be established by mail. Prisoners will not be permitted access to other prisoners' PDFs or PDF records. The funds and property of hospitalized prisoners will not be placed in the hospital patient's trust fund, but will be maintained by the installation facility commander per this regulation. Those items that a prisoner is permitted to keep, such as watches, jewelry, and religious articles, may be placed in the patient's trust fund for safekeeping during periods of hospitalization per AR 40–2.

b. Receipt of personal money.

(1) Personal money will be handled in the following manner:

(a) Receipt of cash. All cash receipts will be deposited intact in the name of the fund.

1. Daily cash receipts of less than $50 may be kept until the total on hand amounts to $200 or until 7 days have elapsed since the last deposit. In instances where the depository is located at a distance precluding daily deposits, separate deposits will be prepared for each day's receipts and deposited in the depository as often as practical.

2. Receipts accumulated in excess of $1,000 will be deposited on the next banking day.

3. Cash receipts will be physically segregated from petty cash funds.

4. All receipts on hand at the end of the quarter will be deposited not later than the first business day of the following month.

(b) Receipt of checks.

1. U.S. Government checks representing current pay and allowances will be immediately endorsed for deposit to the fund and promptly deposited in the bank.

2. Other type checks, including other U.S. Government checks, bank drafts, money orders, and personal and travelers checks, will be endorsed and turned over to a bank designated by the prisoner for deposit to the prisoner's personal account or deposited in the fund account.

3. Personal checks will be endorsed by the prisoner and deposited in the prisoner's personal account. Should a prisoner refuse to endorse any check other than a personal check, the custodian will endorse it for deposit only to the prisoner's PDF account. Unendorsed personal checks will be returned to the sender.

(c) Petty cash fund. Responsible commanders are authorized to establish a petty cash fund for prisoners' small purchases. (See *c* below for withdrawal procedures.) The procedures described in AR 215–2 will be used except that the quarterly unannounced cash count will be performed by someone designated by the responsible commander other than the petty cash fund custodian. The petty cash fund amount will be obtained from available balances in the prisoners' PDF account to be used as prescribed in *c* below. Deposits in excess of amounts covered by the Federal Deposit Insurance Corporation will be protected per AR 215–1.

(d) DA Form 1124 (Individual Receipt Voucher Personal Deposit Fund). DA Form 1124 will be prepared in triplicate for all funds received for deposit to the credit of prisoners in the PDF. The original will be given to the prisoner as evidence that the funds have been received and have been credited to the individual's account. The first copy will be kept temporarily in the receipt book until the receipts are sent to the accounting department. The last copy will be kept in the receipt book. The copy furnished the prisoners may be kept in their possession until released. If an error is made on a receipt voucher, all three copies will be voided and kept permanently in the receipt book. The receipt books will be issued by the custodian to persons who are authorized to receive funds for deposit.

(e) Daily receipt accountability. At the close of business each day, the person receiving funds will total all receipts recorded on DA Form 1124's for the day and enter the total amount on DA Form 1125–R (Summary Receipt and Disbursement Voucher Personal Deposit Fund) as a one-line entry. All DA Form 1124's and receipts will then be sent together with the prenumbered receipt book to the accounting department. The accounting department, after verifying the entries on DA Form 1125–R, will remove the copies of the individual receipt vouchers from the prenumbered receipt book and attach them to DA Form 1125–R. The prenumbered receipt books will be returned to the employees who accepted the funds for deposit. A copy of DA Form 1125–R is located at the back of this regulation. It may be reproduced locally on 8½- by 11-inch paper.

(2) At the beginning of each year, the first voucher prepared (whether receipt and disbursement or petty cash) will be assigned voucher number 1. Thereafter, all vouchers

will be numbered consecutively. (For example, if a summary receipt and disbursement voucher and the single voucher assigned to total petty cash disbursements for the day are prepared, these vouchers will be numbered 1 and 2.) The provisions of paragraph 2–2*b* will be followed in batching and assigning a single voucher number to individual petty cash disbursements for each day.

(3) Prisoners' accounts will be reported as follows:

(a) At least quarterly, or when transferred or released, all prisoners will be ~~furnished~~given the balance of their PDF on DA Form 1130–R (Statement of Prisoner's Personal Deposit Fund Account and Request for Withdrawal of Personal Funds) or on a computer generated form with the same data~~showing the account balance~~. Prisoners who are confined to stockades for less than one quarter of a year will be ~~furnished DA Form 1130–R~~given the balance of their PDF only when they are transferred or released. ~~The prisoners will acknowledge the correctness of the balance shown or state the reason they do not believe it to be correct.~~Prisoners are responsible for bringing errors in their account balance to the PDF custodian's attention. Any disagreement as to the balance on deposit will be promptly reconciled by interview with the prisoner.~~When DA Form 1130–R has been acknowledged by the prisoner to be correct, the form will be filed in the office of the custodian of the prisoner's PDF.~~

(b) Always use DA Form 1130–R when transferring a prisoner's PDF to another confinement facility. On transfer, the final DA Form 1130–R will be placed in the prisoner's DA Form 201 (Military Personnel Records Jacket, U.S. Army) file for sending to the gaining confinement facility. When funds are transferred, the number of the check transmitting the funds will be shown on DA Form 1130–R. A copy of DA Form 1130–R is located at the back of this regulation. It may be reproduced locally on 8½- by 11-inch paper.

(4) When cash authorized for deposit to the fund is received after the prisoner's release or transfer, the original DA Form 1131–R (Prisoner's Cash Account—Personal Deposit Fund) the amount will be posted in the receipt column. A check will be drawn and mailed to the address designated by the prisoner on release or transfer to another place of confinement. DA Form 1131–R will be closed by entering the amount of the check in the expenditure column, leaving a zero balance. Checks, money orders, and so forth, received after the prisoner's release or transfer will be returned to the originator of the document with notice of the member's forwarding address. A copy of DA Form 1131–R is located at the back of this regulation. It may be reproduced locally on 8½- by 11-inch paper.

(5) When the collective prisoners' PDF received by the custodian does not exceed $500, the fund custodian is authorized to keep the prisoners' personal fund deposits in the confinement facility safe or in another suitable depository. The funds will be adequately safeguarded and will be separately maintained and accounted for similar to a petty cash fund. Under no circumstances will this fund be commingled with any petty cash funds or other funds utilized to pay expenses of the confinement facility.

c. Withdrawal of personal money.

(1) The custodian will receive all requests for expenditures of funds from prisoners' accounts. All disbursements will be made with bank checks, including the establishment and replenishment of petty cash funds, except disbursements made from the petty cash fund and withdrawal of part or all of prisoners' deposit funds maintained at the confinement facility.

(a) The checks will be sequentially numbered and controlled by the custodian. Spoiled and returned checks will not be destroyed but will be made nonnegotiable and filed in numerical sequence with canceled checks. Prenumbered voucher checks may be used when funds are available for the purchase of voucher checks.

(b) The fund custodian will sign all checks and an authenticated copy of the custodian's signature will be furnished the depository bank as its authority to honor properly signed checks. Checks will not be made payable to "cash" or "bearer," will not be signed in advance, and will not show any indication that the individual is or was a prisoner. Before signing any check, the fund custodian will determine the validity of the voucher for which the check is intended for payment.

(c) All vouchers and supporting documents will be stamped "paid" when the check is drawn and returned to the accounting department for recording and filing.

(d) All checks drawn, except those to replenish the petty cash fund, will be totaled for the day and listed as a one-line entry on DA Form 1125–R. A separate check will be drawn for replenishment of the petty cash fund, and the amount will be entered on a separate line on DA Form 1125–R.

(e) The DA Form 1125–R will be assigned a voucher number in the same sequence as other vouchers (*b*(2) above).

(f) The balance of cash in the bank, as recorded on DA Form 1129–R (Record of Prisoners' Personal Deposit Fund), will be reconciled monthly with the balance as shown by the bank statement. A copy of DA Form 1129–R is located at the back of this regulation. It may be reproduced locally on 8½- by 11-inch paper.

(g) DD Form 504 (Request and Receipt for Health and Comfort Supplies) will be used for processing requests to purchase authorized health and comfort supplies. When cost of supplies is to be deducted from the individual's military pay account, the prisoner's unit personnel officer will be supplied a copy of the DD Form 504.

(h) Requests for the purchase of other special items and for sending money home will be made on DA Form 1130–R. The prisoner will be notified when a requested expenditure from the account has been accomplished by sending a completed copy of DA Form 1130–R to the prisoner. The prisoner will be permitted to keep this form until released. By combining it with the individual receipt vouchers, the amount of the balance on deposit in the PDF can be calculated.

(2) For withdrawal of personal funds, complete DA Form 1130–R as follows:

(a) Block 1. The requesting individual will—

1. Indicate the amount to be withdrawn both in words and numbers.

2. Give the name, relationship (if individual), and address of authorized payee and specify the purpose of withdrawal. (Items of clothing will be an authorized expenditure when ordered in conjunction with release from confinement.)

(b) Block 2. Cadre members of the institution will complete this block. The RECOMMEND APPROVAL (as required) blocks are designed for routing to obtain recommendations from other interested officials. Examples would be education officer, chaplain, and commandant for items not specifically authorized by local policy.

(c) Block 3. Individuals authorized by the commanding officer of the institution will complete this block. Care should be given to ensure that such authorized individuals are familiar with local command policies in regard to authorized expenditures.

(d) Block 4. The PDF section will complete this block to inform the requesting individual that the withdrawal has been accomplished. Information will include payee, amount, date paid, and voucher number (request number is optional).

(e) Block 5. The PDF section will complete this block for the following reasons:

1. To give information regarding PDF balance following a withdrawal transaction or to notify individuals when their account has remained inactive for more than 90 days.

2. Upon transfer of the individual to another confinement institution. It will indicate the amount of funds being transferred (balance of PDF account).

3. Upon release of the individual from confinement indicating zero funds unless funds are left with the institution to be used for incurred debts such as shipment of personal property, payment of health and comfort items, or other authorized reasons.

(f) Blocks 6, 7, and 8. The PDF custodian will enter the date, his or her typed name and title, and signature when DA Form 1130–R has been completed for expenditure or for notification of account status.

(g) Block 9. Individuals will use this block to notify the fund custodian of possible errors in their accounts. They must supply complete and accurate explanations of what they believe the status of their account to be. The fund custodian must send written notification back to the individuals providing complete and accurate accounts of the differences.

(3) Expenditures from the petty cash fund will not exceed $50 for any authorized expenditure except on the prisoner's release from confinement. If the prisoner's account does not exceed $50 at the time of release, payment of the entire amount may be made in cash. The cashier of the petty cash fund will obtain a signed DA Form 1128 (Petty Cash Voucher—Personal Deposit Fund) from persons to whom petty cash disbursements are made.

d. Transfer.

(1) When a prisoner is transferred from one confinement facility to another, personal funds on deposit will be transferred in the following manner:

(a) The custodian of the transferring confinement facility will draw a check payable to the custodian of the PDF of the confinement facility to which the prisoner is being transferred with a notation on the face of the check, "For credit to the account of (name of prisoner)", and will send the check under seal with the guard at the time of the prisoner's transfer.

(b) When a prisoner is being transferred to a Federal institution, the check will be made payable to the institution and noted, "For credit to the account of (name of prisoner)".

(c) When the transfer to a particular institution involves the funds of more than one prisoner, one check may be drawn to cover all personal moneys transmitted. A voucher listing the amount belonging to each prisoner will be attached to the check.

(d) When prisoners are transferred from one Army installation to another for confinement, the procedures in *(b)* and *(c)* above will be followed. The receiving installation will acknowledge receipt of the check representing the funds.

(2) In cases when prisoners' personal funds are maintained at the confinement facility under *b*(5) above, the custodian will obtain a check in exchange for cash from the servicing finance and accounting officer (FAO) and follow the procedure set forth in (1) above.

e. Levy by Internal Revenue Service (IRS). Under the provisions of section 6331, Internal Revenue Code of 1954 (68A Stat. 783; 26 USC 6331), a prisoner's personal funds on deposit in the prisoners' PDF are subject to levy by the IRS to satisfy delinquent income taxes due the Government. In such instances, it is not necessary to obtain the prisoner's consent prior to making a withdrawal of personal funds. Upon presentation of TD Form IRS 668A (Notice of Levy) to the custodian of the prisoners' PDF by an official of the IRS, the prisoner will be given an opportunity to voluntarily request withdrawal of funds to satisfy the indebtedness. If the prisoner refuses, the following procedures will apply:

(1) The custodian will ensure that enough copies of DA Form 1130–R are prepared, including a copy for delivery to the prisoner concerned. TD Form IRS 668A will be used as a voucher, and the date and voucher number will be entered in the lower right corner of the form. Appropriate entries will be made on DA Form 1125–R, DA Form 1129–R, and DA Form 1131–R.

(2) A check in the amount indicated on TD Form IRS 668A or in the amount of the prisoner's funds on deposit, whichever is less, made payable to the IRS, will be drawn, signed by the fund custodian, and delivered to the IRS official who served TD Form IRS 668A.

f. Investments, donations, and contributions. No part of the funds held in trust by the custodian may be used for loans or investment purposes. See paragraph 2–1*h* for information on interest bearing bank accounts. No donation or contribution may be made from the fund or received by the fund. Prisoners may invest their moneys in excess of their needs per AR 190–47, paragraph 5–7*b*(3). Prisoners should be advised of the value and benefit of such investments.

g. Overpayments. When an FAO has made an erroneous payment to a military prisoner and the overpayment is not discovered until after the funds have been deposited in the prisoners' PDF account, a refund will be obtained as prescribed below.

(1) The custodian will furnish the prisoner a typed DA Form 1130–R covering the overpayment or the balance in the prisoner's account, whichever is less. This form will serve as a notice and will give the prisoner an opportunity to voluntarily request a withdrawal from the deposit fund account in order to refund the overpayment.

(2) If the prisoner does not voluntarily sign and return the withdrawal request, the custodian will prepare copies of DA Form 1130–R, including a copy for the prisoner, with a copy of the typed notice originally presented. When the request is properly accomplished and signed by the custodian, it will be used for withdrawal of funds and as a voucher in support of the fund account. The withdrawal check, payable to the U.S. Treasury, will be delivered to the FAO concerned after appropriate entries have been made in the deposit fund records. When the check does not fully refund the overpayment, the FAO will be notified when the check is delivered that the prisoner's funds are insufficient to make full restitution.

h. Interest bearing bank accounts. Funds held in trust by the custodian may accrue interest in interest bearing bank accounts. Interest earned on the account will be distributed to the prisoner's accounts on an equitable basis periodically as determined by the commander or designee.

2–2. Record of prisoners' PDF

DA Form 1129–R will be maintained so that the current balance of the fund may be verified at any time. The sources of information for posting to this record are DA Form 1125–R and DA Form 1128 when reimbursed.

a. Cash in bank section. This section of DA Form 1129–R will show the balance of cash on deposit or in transit to the bank. At the end of each day, after DA Form 1125–R has been completed, an entry will be made on DA Form 1129–R under receipts for the total amount shown on the voucher. In addition, the total amount of all checks drawn, as shown on DA Form 1125–R, will be transferred to DA Form 1129–R and will be posted under expenditures. Checks drawn to reimburse petty cash will be entered as a separate one-line entry on DA Form 1125–R, as an expenditure in this section of DA Form 1129–R, and as a receipt in the petty cash section of DA Form 1129–R. The petty cash voucher numbers covered by each check will be shown on the kept section of the check. The date of each entry and the respective voucher numbers will be entered in the applicable columns. After each entry, the balance of cash in the bank will be computed and entered under balance.

b. Petty cash section.

(1) This section of DA Form 1129–R will show the balance of the petty cash fund. As stated in *a* above, all cash received for reimbursement of the fund will be entered under receipts.

(2) DA Form 1128 has a prenumbered cashier receipt number for internal control purposes and includes a blank space for insertion of a daily voucher number. At the end of each day, individual petty cash vouchers will be batched and assigned one voucher number. For example, if 30 individual petty cash disbursements are made during the day and voucher number 137 is assigned for petty cash vouchers for that day, each DA Form 1128 will include voucher number 137. The total of the petty cash vouchers for the day will be posted under expenditures. The balance in the deposit fund will be computed and entered after each entry.

(3) The original DA Form 1128 will be furnished the prisoner; the first copy will be furnished the accounting department; and the second copy will be kept by the cashier.

c. Prisoner's PDF not exceeding $500. DA Form 1129–R will be used as a control sheet in those cases when the funds are kept in the confinement facility's safe, as authorized in paragraph 2–1*b*(5).

2–3. Unexplained overages

a. All overages will be entered as a receipt to the cash in bank section of DA Form 1129–R. This entry will be supported by DA Form 1125–R as a separate one-line entry. A complete explanation of the circumstances surrounding the overage will be entered in the remarks section of DA Form 1125–R.

b. A "Dummy Account FYXX" will be established on DA Form 1131–R. In the blank for the name, show "unexplained overage". If a later investigation reveals that an overage did not occur, this entry will be reversed by preparing DA Form 1125–R as a one-line entry, fully explaining the circumstances in the remarks section, and entering a disbursement in the cash in bank section of DA Form 1129–R. The dummy account established on DA Form 1131–R will be reduced and brought to zero.

c. The custodian will close the dummy account on DA Form 1131–R by entering the balance on deposit at fiscal yearend in the expenditures column, leaving a balance of "None." The custodian will authenticate this entry by signature. The account will be stamped or written with the words "account closed (date)." On dissolution of the PDF fund, unexplained overages will be transferred to the new fund into which the old fund is being merged. If the fund is not being merged into another fund and all known outstanding claims against the fund have been settled, a check will be drawn for the balance and sent to the nearest finance and accounting office for deposit in Unclaimed Money Account 20X6133. This disbursement will be shown as a one-line entry on DA Form 1125–R and entered as a disbursement in the cash in bank section of DA Form 1129–R.

2–4. Prisoners' cash account

a. DA Form 1131–R will be maintained for each prisoner having funds on deposit with the PDF. Individual receipts and expenditures making up the totals shown on DA Form 1125–R will be posted daily to the applicable prisoners' cash accounts under receipts and expenditures. Petty cash vouchers will be posted to this form under expenditures. After all receipts and expenditures have been posted, the total of all the prisoners' DA Forms 1125–R plus overage amounts kept in the fund must equal the amount shown in the balance column of the total section of the record of the prisoners' PDF. On release or transfer, the account will be closed by entering the balance on deposit in the expenditures column, leaving a balance of "none". The prisoner will authenticate this entry by signature in the presence of the custodian. The custodian will write or stamp the words "account closed (date)" following the last entry and will sign next to this entry.

b. The funds of an escaped prisoner will be held for 1 year, then processed as an unexplained overage. The funds of deceased prisoners will be disposed of per AR 638–1.

c. The United States Disciplinary Barracks (USDB) is granted the following exceptions to the above procedures concerning certifying and closing accounts:

(1) The USDB is authorized to use a PDF employee to authenticate the closing of a prisoner's account.

(2) The USDB is exempted from the requirement for a balance of "none" to be on DA Form 1131–R. It is authorized to allow an encumbered balance to remain in the inmate's account past release or transfer date. When the encumbrance is removed, the custodian will certify this action.

2–5. Personal property

a. General.

(1) On receipt of a prisoner, the prisoner's personal valuables (such as watches, rings (except a wedding band that the prisoner may keep), money, billfold, keys, and pens), and personal property will be inventoried and listed on DA Form 1132–R (Prisoner's Personal Property List—Personal Deposit Fund). (Include officer uniforms and uniforms of enlisted members that are the personal property of the individual (uniforms in excess of initial allowances).) A copy of DA Form 1132–R is located at the back of this regulation. It may be reproduced locally on 8½-by 11-inch paper. Prepare as many copies of DA Form 1132–R as are necessary for internal control purposes. At least an original and four copies will be prepared with the following distribution:

(a) The original will be kept by the custodian.

(b) One copy will be kept by the prisoner.

(c) One copy will be placed inside the container in which the personal valuables authorized for retention will be held for safekeeping with one copy being affixed to the outside of this container.

(d) One copy will be filed in the supply room where personal property other than valuables is stored.

(2) When the property is placed in the container for personal valuables, the prisoner, the custodian, or an authorized representative, and a witness will be present and sign all copies of the form. The container will be closed by the prisoner and signed across the joined edge of the container. The signature will then be completely covered with clear cellulose tape. This sealing procedure is required only for the container storing personal valuables and not for containers in the supply room storing other personal property of a prisoner.

(3) Subsequent receipts of personal property or valuables authorized for retention will be processed as prescribed for the original receipt.

(4) Under no circumstances will prisoners be permitted access to personal property or personal property records of other prisoners.

b. Property for shipment.

(1) Personal property listed on DA Form 1132–R will be shipped to the prisoner's home or agent. With the prisoner's consent, the designated property may be shipped collect or the charges may be prepaid from the prisoner's account in the PDF.

(2) DA Form 1133–R (Personal Property Transmittal Slip—Personal Deposit Fund) will be prepared in duplicate. (A copy of DA Form 1133–R is located at the back of this regulation. It may be reproduced locally on 8½- by 11-inch paper.) The original of DA Form 1133–R will be mailed to the addressee to be signed and returned for the custodian's file. The duplicate copy together with the express or mail receipt will be held in suspense until the receipted copy is returned by the addressee.

c. Property to be destroyed. Personal property that is listed on the prisoner's personal property list to be destroyed will be destroyed under the supervision of the custodian. The prisoner will authorize the destruction by signing DA Form 1132–R. The custodian will acknowledge the accomplishment of the action taken by signing DA Form 1132–R.

d. Postage. Postage will be handled per AR 190–47.

e. Withdrawal of personal property.

(1) When a prisoner desires to withdraw an item of personal property for use, DA Form 1134–R (Request for Withdrawal of Personal Property) will be prepared stating the item desired and the reason for withdrawal. A copy of DA Form 1134–R is located at the back of this regulation. It may be reproduced locally on 8½- by 11-inch paper.

(2) On approval of the request, the property container will be opened in the presence of the prisoner, the custodian or an authorized representative, and a witness. The respective signatures of each will be affixed on all copies of the prisoner's personal property list after the appropriate entry indicating the withdrawal has been made.

(3) The prisoner will seal the container when the withdrawal includes personal valuables and will sign as prescribed in *a* above.

(4) DA Form 1135–R (Personal Property Permit) will be prepared authorizing the prisoner to keep the withdrawn property. A copy of DA Form 1135–R is located at the back of this regulation. It may be reproduced locally on 8½- by 11-inch paper.

f. Transfer of prisoners. When prisoners are transferred from one confinement facility to another, a copy of DA Form 1132–R and the personal property container with the copy of DA Form 1132–R affixed to the outside will be sent with the accompanying guard at the time of transfer. The guard will sign a receipt, in duplicate, listing the containers of the prisoners being transferred. The receipt will include a statement that the cellulose tape and signatures of the prisoners on the containers indicate the containers have not been opened without the prisoners' knowledge. The original of the receipt will be kept by the custodian of property at the transferring facility. The duplicate of the receipt will be delivered to the custodian of property at the receiving facility.

g. Escaped or deceased prisoner. The personal property of an escaped or deceased prisoner will be disposed of per AR 630–10, AR 638–1, or AR 700–84, as appropriate. An independent individual will be appointed by the commandant or installation commander, as appropriate, to audit and sign the prisoner's personal property record for the prisoner.

h. Discharge or transfer of mentally incompetent prisoners. On determination by medical authorities that the prisoner is mentally incompetent and is to be processed through medical channels, the custodian of prisoners' property and funds will send the prisoner's funds and personal property to the custodian of the patients' trust fund at the hospital. On the day of departure of the

prisoner from the hospital or expiration of sentence, the custodian of the patients' trust fund at the hospital will make and sign a separate inventory, in triplicate, of the prisoner's money and of the valuables on deposit in the personal property fund.

(1) Any of the prisoner's money on deposit in the patients' trust fund account will be transmitted by check drawn against the prisoner's account and made payable to the order of the individual assuming custody, as shown below.

(a) The proper official of the civilian or Government institution or agency.

(b) Legally appointed guardian.

(c) Relative when legal guardian has not been appointed.

(d) Custodian of patients' trust fund.

(2) Two copies of the inventory listing the prisoner's funds will be turned over to the receiver listed in *(a)* through *(c)* above at the time of discharge or transfer, with a request that one copy of the inventory be signed and returned to the custodian.

(3) Two copies of the inventory listing the prisoner's valuables (together with the valuables) will be sent by the custodian of the patient's trust fund by registered mail, return receipt requested, to the appropriate individual with a request that one copy of the inventory be signed and returned.

(4) If a guardian has been appointed, the prisoner's money and valuables will be turned over to the guardian on presentation of proper evidence of the appointment as guardian per (1) and (2) above.

(5) Relatives will be properly identified and will attest that no legal guardian has been appointed, except when the relative has been legally appointed as a guardian; then, the procedure in (4) above applies.

(6) When checks are drawn as authorized in this paragraph, such checks will have plainly written on the face, "Credit account of (name of prisoner)".

2–6. Disposition of forms

Disposition of documents comprising prisoners' personal property and fund files will be governed by file number 720–12, Prisoner Personal Property and Fund Files, as prescribed in AR 340–18, appendix H.

2–7. Outstanding checks

a. When checks drawn on the PDF are outstanding for 6 months and it has been confirmed that the payee has not received the checks, the procedures below will be followed.

(1) Outstanding checks will be scheduled in three copies showing check number, payee, and date.

(a) One copy of the schedule will be attached to DA Form 1125–R and entered as a receipt on DA Form 1129–R.

(b) The total amount of the checks will be entered on DA Form 1131–R, with the second copy of schedule of checks attached. The latter amount will be used to reconcile with the balance on DA Form 1129–R.

(c) The third copy will be sent to the bank with a request to stop payment on the checks.

(2) When the confirmation of the stop payment notice has been received from the bank, a replacement check will be drawn for the amount of any outstanding checks. If a stop payment is requested by the prisoner, any service charge levied by the banking institution will be paid from the prisoner's personal funds. Fund balances in the local banking institution should preclude other direct charges or fees. (See *d* below.)

(3) If the outstanding checks have not been found or presented to the bank for payment, the custodian should check with the bank officials where the fund is maintained to determine what is required to ensure the outstanding checks cannot be negotiated at a later date.

b. When a confinement facility is closed, checks outstanding for more than 30 days will be immediately processed as in *a* above, after confirming with the payee that the check was not received. This closes out the prisoner's PDF. Payees will be informed that the original check, if received at a later date, is not negotiable and should be returned. Successor custodians may be appointed if required to effect satisfactory closing of the prisoners' PDF account.

c. When a check is returned prior to the release of a prisoner, it will be voided if unclaimed for 1 month past the issue date. When the check is voided, it will be listed on DA Form 1125–R and postings made to the receipt columns of DA Form 1129–R and DA Form 1131–R. When a check is returned as undeliverable, subsequent to release of a prisoner, it will be voided and removed from the schedule of outstanding checks. DA Form 1125–R will be prepared and posting made to the receipt columns of DA Form 1129–R and DA Form 1131–R. If request for payment is made within 1 year from the date of the check, another check will be drawn and posting made to the expenditures column of DA Form 1131–R. If request for payment is not made within 1 year, a check will be drawn and sent to the nearest finance and accounting office for deposit into Unclaimed Money Account 20X6133 and posting made to the expenditures column of DA Form 1131–R.

d. The custodian should work closely with the installation banking liaison officer and with the bank officials in determining the services and the terms and conditions under which the services are rendered. Service charges or fees levied by independent banks or branch banks on an Army installation are discussed in AR 210–135.

2–8. Loss of funds or valuables

There should be no discrepancy between the amount deposited with the custodian, as indicated by the records, and the amount on hand. However, when a shortage in the funds has been determined, the custodian or auditing officer making the finding will make a report in writing to the installation commander. In those instances when the shortage exceeds $250, an information copy of the report will be furnished HQDA (DAPE–HRE–CR), WASH DC 20310–0300. The commander will require an investigation of the alleged shortage and will review and take action on reports of investigation per the procedures described in AR 215–1 and in AR 15–6.

a. If the loss is identified as a previously reported unexplained overage deposited in Unclaimed Money Account 20X6133, per paragraph 2–3, it will be recovered from the deposit fund per paragraph 2–9.

b. If it is determined that the loss is due to the fault or negligence of one or more identifiable individuals, the commander will take appropriate steps to recover the loss from the responsible individuals. If the loss is uncollectible, the commander will send a request to reimburse the fund from appropriated funds under section 3530, title 31, United States Code. The request will include details concerning the loss and reasons why the loss is uncollectible, and will identify the appropriated fund from which reimbursement is recommended.

c. If the loss cannot be reimbursed under section 3530, title 31, United States Code as detailed in *b* above, it will be recovered by constructively liquidating the fund and initiating a claim or claims against the Government per AR 27–20, chapter 11. This may be accomplished by listing the prisoners and posting opposite each name the amount available from the fund for payment. Thus, the last prisoner or two on the list would become the person or persons whose money is missing. The person who has been selected should be notified, his or her signature obtained on DD Form 1842 (Claim for Personal Property Against the United States), and the claim adjudicated per AR 27–20. The process used for determining the order of the list of names should ensure that the person selected to execute the claim will remain at the confinement facility long enough to allow for claims processing. This will prevent any undue financial hardship on the person at the time of discharge.

2–9. Claims

Claims for return of personal funds deposited to Unclaimed Money Account 20X6133, per paragraph 2–3 and 2–8*a* will be sent to the nearest finance and accounting office for sending to the Commander, U.S. Army Finance and Accounting Center, ATTN: FINCL, Indianapolis, IN 46249–0160, for processing to the Treasury Department for payment.

Chapter 3
Reports and Audits

3–1. Prisoners' PDF activity report

a. Purpose. The prisoners' PDF activity report will provide the responsible commander with the status of the prisoners' PDFs.

b. Preparing agencies. The report will be prepared by all custodians of prisoners' PDFs.

c. Frequency, period covered, and due date. The report will be prepared as of the end of each month on or before the 10th working day of the succeeding month. If desired, this report may be prepared daily for internal control purposes.

d. Number of copies and routing. As a minimum, the report will be prepared in original and one copy. The original will be sent to the responsible commander and the duplicate kept by the custodian.

e. Format identification and supply. The monthly activity report will be prepared using the format in figure 3–1. The format may be modified depending on local conditions.

f. Source of data. The report will be prepared from a daily summarization, corresponding with the classifications shown in the report, of the information contained on DA Form 1125–R.

3–2. Audit

The fund will be audited when deemed necessary by the local commander. It is suggested the standards and procedures in AR 36–75 be incorporated into the audit program.

Statement of Outgoing Custodian

I have, this *(number)* day of *(month and year)*, transferred to *(name and grade)*, the new custodian appointed by orders *(number)*, HQ *(organization)*, dated *(date)*, *($ amount)*, cash on hand, *($ amount)* on deposit to the credit of the personal deposit fund in *(name of bank)* and all items listed in the RETAINED column of the prisoners' personal property lists.

(signature)

Figure 1–1. Sample statement of outgoing custodian

Statement of New Custodian

I have, this *(number)* day of *(month and year)*, received from *(name and grade)* the sum of *($ amount)* representing the balances due prisoners, together with the personal effects as listed on the individual accounts sheets in the RETAINED column of the prisoners' personal property lists, of all prisoners in confinement as of this date at *(time)* hours, and I hereby relieve the outgoing custodian from all responsibility for the same.

(signature)

Figure 1–2. Sample statement of new custodian

Prisoners' Personal Deposit Fund
Monthly Activity Report

Fort Stockade

For the month ended 31 December 1985

Analysis of Receipts and Expenditures

Balance as of 1 December 1985		$XXX.XX
Receipts		
Add receipts:		
New prisoners (show total only)	$XXX.XX	
Other (itemize)	X.XX	
Subtotal		$XXX.XX
Beginning balance plus receipts		$XXX.XX
Expenditures		
Less expenditures:		
Refund to discharged prisoners (total)	$XXX.XX	
Transferred prisoners (total)	XX.XX	
Purchases for prisoners (total)	XXX.XX	
Money withdrawals for prisoners (total)	XX.XX	
Other (itemize)	XX.XX	
Total expenditures		$XXX.XX
Balance as of 31 December 1985		$X,XXX.XX
Analysis of Fund Balance		
Cash in bank		$X,XXX.XX
Cash on hand (undeposited receipts)		XXX.XX
Petty cash		XX.XX
Total		$X,XXX.XX

Figure 3–1. Format for prisoners' personal deposit fund monthly activity report

Appendix A
References

Section I
Required Publications

AR 15–6
Procedures for Investigating Officers and Board of Officers. (Cited in para 2–8.)

AR 27–20
Claims. (Cited in para 2–8.)

AR 36–75
Audit Procedures for Nonappropriated, Trust, and Other Official Funds Other Than the Army Club Systems. (Cited in para 3–2.)

AR 40–2
Army Medical Treatment Facilities: General Administration. (Cited in para 2–1.)

AR 190–47
The U.S. Army Correctional System. (Cited in paras 1–1, 2–1, and 2–5.)

AR 210–135
Banking Service on Army Installations. (Cited in para 2–7.)

AR 215–1
Administration of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities. (Cited in paras 2–1 and 2–8.)

AR 215–2
The Management and Operation of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities. (Cited in para 2–1.)

AR 340–18
The Army Functional Files System. (Cited in para 2–6.)

AR 630–10
Absence Without Leave and Desertion. (Cited in para 2–5.)

AR 638–1
Disposition of Personal Effects of Deceased and Missing Persons. (Cited in paras 2–4 and 2–5.)

AR 700–84
Issue and Sale of Personal Clothing. (Cited in para 2–5.)

Section II
Prescribed Forms

DA Form 1124
Individual Receipt Voucher Personal Deposit Fund. (Prescribed in para 2–1.)

DA Form 1125–R
Summary Receipt and Disbursement Voucher Personal Deposit Fund. (Prescribed in paras 2–1, 2–2, 2–3, 2–4, 2–7, and 3–1.)

DA Form 1128
Petty Cash Voucher—Personal Deposit Fund. (Prescribed in paras 2–1 and 2–2.)

DA Form 1129–R
Record of Prisoners' Personal Deposit Fund. (Prescribed in paras 2–1, 2–2, 2–3 and 2–7.)

DA Form 1130–R
Statement of Prisoner's Personal Deposit Fund Account and Request for Withdrawal of Personal Funds. (Prescribed in para 2–1.)

DA Form 1131–R
Prisoner's Cash Account—Personal Deposit Fund. (Prescribed in paras 2–1, 2–3, 2–4, and 2–7.)

DA Form 1132–R
Prisoner's Personal Property List—Personal Deposit Fund. (Prescribed in para 2–5.)

DA Form 1133–R
Personal Property Transmittal Slip—Personal Deposit Fund. (Prescribed in para 2–5.)

DA Form 1134–R
Request for Withdrawal of Personal Property. (Prescribed in para 2–5.)

DA Form 1135–R
Personal Property Permit. (Prescribed in para 2–5.)

Section III
Referenced Forms

DA Form 201
Military Personnel Records Jacket, U.S. Army.

DD Form 504
Request and Receipt for Health and Comfort Supplies

DD Form 1842
Claim for Personal Property Against the United States

TD Form IRS 668A
Notice of Levy.

RESERVED

SUMMARY RECEIPT AND DISBURSEMENT VOUCHER
PERSONAL DEPOSIT FUND

For use of this form, see AR 210-174; the proponent agency is USAFAC.

DATE	SHEET NUMBER
PREPARED BY	

DAILY RECEIPTS

ATTACH INDIVIDUAL DA FORMS 1124 DAILY - CREDIT INDIVIDUAL ACCOUNTS DAILY

ENTER BEGINNING RECEIPT NUMBER	ENTER ENDING RECEIPT NUMBER CLOSE OF DAY	OTHER	TOTAL NUMBER OF RECEIPTS ISSUED DAILY	TOTAL AMOUNT OF DAILY RECEIPTS
FROM	TO			
VOUCHER NO.	PREPARED BY	RECEIVED BY	POSTED DAILY BY	DATE

DO NOT LIST INDIVIDUAL DAILY RECEIPTS. REPORT TOTAL AMOUNT OF RECEIPTS FOR THE DAY.

REMARKS

DAILY DISBURSEMENTS

LIST CHECK NUMBERS "FROM" AND "TO" FOR THE DAY ONLY		TOTAL NUMBER OF CHECKS ISSUED DAILY	DAILY FUND REQUEST NUMBER (Beginning and Ending)		TOTAL NUMBER REQUESTS ISSUED DAILY	TOTAL AMOUNT OF CHECKS ISSUED DAILY
FROM	TO		FROM	TO		
VOUCHER NUMBER	POSTED DAILY BY	CHECKS ISSUED BY	PREPARED BY		DATE	

RECORD OF PRISONERS' PERSONAL DEPOSIT FUND

For use of this form, see AR 210-174; the proponent agency is USAFAC.

DATE	VOUCHER NUMBER	CASH IN BANK			PETTY CASH			TOTAL		
		RECEIPTS	EXPENDITURES	BALANCE	RECEIPTS	EXPENDITURES	BALANCE	RECEIPTS	EXPENDITURES	BALANCE

DA FORM 1129-R, Apr 86

REPLACES EDITION OF 1 OCT 76, WHICH IS OBSOLETE

STATEMENT OF PRISONER'S PERSONAL DEPOSIT FUND ACCOUNT AND REQUEST FOR WITHDRAWAL OF PERSONAL FUNDS For use of this form, see AR 210-174; the proponent agency is USAFAC.	DATE OF REQUEST

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Sec 3012.
PRINCIPAL PURPOSE: To verify information given on Statement of PDF to insure funds are withdrawn from proper account.
ROUTINE USE: Information is used to verify withdrawal of funds from PDF.
DISCLOSURE & EFFECT: Voluntary. If information is not provided, request cannot be completed.

TO: *(Custodian of Personal Deposit Fund)*	FROM: *(Name of prisoner, register number, location, and SSN)*

1. Request withdrawal from my personal deposit fund account the sum of $ _____.

_____ dollars and _____ cents.
(Write out amount in words)

I authorize the payment of the above amount to: _____
(Name) (If an individual, indicate relationship to you.)

_____ _____
(Street address) *(City, State, and Zip Code)*

The purpose of this withdrawal is: _____

If ordering clothing, specify release date: _____

_____
(Signature of Prisoner)

2. RECOMMEND APPROVAL *(As required)*			3. APPROVAL
Date	Title	Initials	*(Typed/Printed Name & Signature)*
			Date

4. NOTIFICATION OF EXPENDITURE		
PAID TO	VOUCHER NO.	AMOUNT
	REQUEST NO.	DATE PAID

5. NOTIFICATION OF ACCOUNT STATUS

At the close of business _____ your account balance is $ _____.
(Date)

At the time of your physical transfer _____ the balance of your account is $ _____.
(Date)

At the time of your physical release _____ the balance of your account is $ _____.
(Date)

6. DATE	7. TYPED NAME OF CUSTODIAN	8. SIGNATURE OF CUSTODIAN

9. If you have reason to believe an error exists, you must notify the custodian by completing the statement below.

The correct balance is believed to be $ _____.
State reason:

_____
(Signature of Prisoner)

PRISONER'S CASH ACCOUNT - PERSONAL DEPOSIT FUND

For use of this form, see AR 210-174; the proponent agency is USAFAC.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Sec 3012.
PRINCIPAL PURPOSE: To verify information given on prisoner's cash account.
ROUTINE USE: Information is used to verify balance of funds from PDF.
DISCLOSURE & EFFECT: VOLUNTARY. If information is not provided, cash account cannot be maintained.

NAME *(Last - First- Middle Initial)*	REGISTER OR SOCIAL SECURITY ACCOUNT NUMBER	LOCATION

DATE	VOUCHER NUMBER	PREVIOUS BALANCE	RECEIPTS	EXPENDITURES	BALANCE	INITIALS

PRISONER'S PERSONAL PROPERTY LIST - PERSONAL DEPOSIT FUND

For use of this form, see AR 210-174; the proponent agency is USAFAC.

DATE

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Sec 3012.
PRINCIPAL PURPOSE: To verify information given on the personal property list.
ROUTINE USE: Information is used to verify disposition of personal property.
DISCLOSURE & EFFECT: Voluntary. If information is not provided, request cannot be completed.

NAME *(Last - First - Middle Initial)*	REGISTER OR SOCIAL SECURITY NUMBER

DESCRIPTION OF PROPERTY	QUANTITY RECEIVED	DISPOSITION				
		SHIPPED	DESTROYED	PRISONER'S POSSESSION	STORED	
					CONTAINER VALUABLES	SUPPLY ROOM OTHER ITEMS
PRISONER'S INITIALS						
CUSTODIAN'S INITIALS						
WITNESS' INITIALS						

RECEIPT IS ACKNOWLEDGED OF THE PROPERTY LISTED AS RECEIVED:

SIGNATURE OF CUSTODIAN	SIGNATURE OF WITNESS
ALL PERSONAL PROPERTY IN MY POSSESSION AT TIME OF CONFINEMENT IS LISTED ABOVE AND I AUTHORIZE DISPOSITION AS INDICATED.	ORGANIZATION OF WITNESS
SIGNATURE OF PRISONER	

REQUEST PROPERTY LISTED AS "SHIPPED" BE FORWARDED *(Check one* ☐ COD ☐ Prepaid) TO ADDRESSEE BELOW:

NAME	ADDRESS

Property Listed in Column "SHIPPED" was forwarded on:		Property Listed in Column "DESTROYED" was destroyed on:	
DATE	SIGNATURE OF CUSTODIAN	DATE	SIGNATURE OF CUSTODIAN

RECEIPT FROM PRISONER *(To be completed upon final disposition of prisoner)*

ALL OF THE PROPERTY HELD IN SAFEKEEPING FOR ME HAS BEEN RETURNED THIS DATE AND I RELIEVE THE CUSTODIAN OF ANY FURTHER RESPONSIBILITY.	DATE	SIGNATURE OF PRISONER

(See reverse side for Withdrawals and Additions)

WITHDRAWALS OF STORED PROPERTY			ADDITIONS TO PROPERTY "STORED" SINCE CONFINEMENT		
DATE	DESCRIPTION OF PROPERTY	SIGNATURE OF PRISONER	DATE	DESCRIPTION OF PROPERTY	SIGNATURE OF CUSTODIAN

PERSONAL PROPERTY TRANSMITTAL SLIP – PERSONAL DEPOSIT FUND

For use of this form, see AR 210-174; the proponent agency is USAFAC.

NAME AND ADDRESS OF INSTALLATION *(Include ZIP Code)*	**DATE**

TO: *(Name and Address of Addressee) (Include ZIP Code)*

I HAVE REQUESTED THAT MY PERSONAL PROPERTY BE SENT TO YOU FOR SAFEKEEPING. PLEASE VERIFY THE CONTENTS OF THE PACKAGE WITH THE ITEMS LISTED BELOW. IF THEY AGREE, THIS FORM SHOULD BE SIGNED IN THE SPACE PROVIDED AND RETURNED IN THE SELF-ADDRESSED ENVELOPE WHICH IS ENCLOSED.

_____
Signature

DESCRIPTION OF ARTICLES BEING SHIPPED	QUANTITY

I ACKNOWLEDGE THAT THE ABOVE LISTED ARTICLES OF PERSONAL PROPERTY WERE RECEIVED BY ME ON

_____
(Date)

_____
Signature of Person Receiving Property

REQUEST FOR WITHDRAWAL OF PERSONAL PROPERTY For use of this form, see AR 210-174; the proponent agency is USAFAC.	DATE

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Sec 3012.
PRINCIPAL PURPOSE: To verify information given on request for withdrawal of personal property.
ROUTINE USE: Information is used to verify withdrawal of property.
DISCLOSURE & EFFECT: VOLUNTARY. If information is not provided, request cannot be completed.

TO:	FROM: *(Name of prisoner and register or service number)*
Custodian of Personal Deposit Fund	

I hereby request authorization to withdraw the following personal property for my personal use: *(List individual items and give full explanation for this request.)*

(Signature of Prisoner)

	DATE	POSTED ON DA FORM 1132-R	
☐ WITHDRAWAL APPROVED ☐ WITHDRAWAL DISAPPROVED			*(Signature of Custodian)*

The following items of personal property were received by me:

DATE	SIGNATURE OF PRISONER

PERSONAL PROPERTY PERMIT

For use of this form, see AR 210-174; the proponent agency is USAFAC.

NAME *(Last - First - Middle Initial)*

IS PERMITTED TO HAVE THE FOLLOWING:

FROM *(Date)*	**SIGNATURE** *(Custodian)*
TO INCLUDE *(Date)*	

(This permit may be renewed upon expiration.)

DA FORM 1135-R
Apr 86

REPLACES DA FORM 1135, 1 OCT 52, WHICH MAY BE USED UNTIL EXHAUSTED.

* U.S. G.P.O.:1992-311-843-40073