ATTIC STOCK RECEIPT TRANSMITTAL

Specific information required for acceptance of Attic Stock/Spare Parts must be documented on this form and submitted to Owner/MSU Representative upon delivery. Include a copy in the appropriate section of the Operation and Maintenance Manual.

Project Name: _____

Project Location: _____

MSU Project Number: _____

Specification Reference: _____

Item Description: _____

Quantity/Units: _____

Location: _____

Signature below by the Contractor and Subcontractor signifies the attic stock/spare parts required by the drawings and/or specifications have been turned over to the Owner/MSU Representative. Owner/MSU Representative to be the MSU Planning, Design and Construction Project Manager or MSU Facilities Management Building Foreman. Signature by the Owner/MSU Representative acknowledges receipt of the same attic stock/spare parts. The MSU PDC Project Manager must receive a copy of the fully executed receipt.

Contractor:

_____
Name of Organization

_____
Title

_____
Signature Date

Subcontractor:

_____
Name of Organization

_____
Title

_____
Signature Date

Owner/MSU Representative:

_____
Name

_____
Title

_____
Signature Date