



Designation: **E2606—08 E2606 – 13**

Standard Practice for Receipt Notification as a Result of Tangible Property Asset Movement¹

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1. Scope

1.1 This practice covers the process of receipt notification as a result of tangible ~~property movement~~ asset movement. This practice provides further guidance in conjunction with Practice E2605.

1.2 The application of this practice should promote accurate visibility of tangible ~~property location~~ asset location and timely record updates.

1.3 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Referenced Documents

2.1 *ASTM Standards:*²

[E2135 Terminology for Property and Asset Management](#)

[E2605 Practice for Receiving Assets](#)

3. Terminology

3.1 *Definitions*—For definitions relating to property and asset management, refer to Terminology [E2135](#).

3.1.1 *asset custodian, n*—an individual or organization accountable for asset.

3.1.2 *movement document, n*—any document used to move tangible ~~property~~ assets, that is, shipping, transfer, or receipt document.

3.1.3 *notification, v*—a documented means of delivering a message to a specific recipient.

3.1.3 *property custodian, n*—an individual or organization accountable for property.

3.1.4 *receiving, v*—the process of accepting incoming ~~property~~ asset into an entity's control. It includes verification, identification, and recording of incoming ~~property~~ asset.

4. Significance and Use

4.1 It is the intent of these principles to provide guidance for an efficient system to acknowledge custody of tangible ~~property~~ assets through certification of receipt.

4.2 These principles allow for better/enhanced control of tangible ~~property~~ asset movement within any organizational structure, including suppliers and alternate locations.

4.3 Use of this practice will provide an auditable document for proof of custody change.

5. Procedure

5.1 Upon completion of receiving, the ~~property~~ asset custodian shall sign and ~~date the movement document~~. The property custodian shall date, or verify electronically, the movement document, thereby acknowledging the assets custody change. The asset

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² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

custodian shall promptly forward a hardcopy or electronic equivalent of the signed movement document to the originator or Property Asset Management, or both, or as directed by the instructions on the movement document as promptly as possible. document.

5.2 Property Asset Management will promptly update the property asset control system for location change and date received upon receipt notification.

5.3 An entity should establish a standard processing time for receipt notification and asset control system updates.

5.4 An entity may flow down this standard to supplier purchase orders, to ensure that receipt notification and custody changes between the entity and its suppliers, are captured promptly.

6. Keywords

6.1 asset; custodian; movement; notification; receipt; receiving; suppliers; supplier tangible property

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