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| **Chain of Custody** | Incident #: |
| Receiving Official: | Location: |
| Relinquishing Party: | Date/Time Obtained: |
| Location Obtained: | Reason: |
| **Description of Material** |
| **Item #** | **Quantity** | **Description of Item** **(Model, Serial #, Condition, distinguishing Features, etc.)** |
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| **Chain of Custody** |
| **Item #** | **Date/Time** | **Released By****(Print and Sign)** | **Received By****(Print and Sign)** | **Comments/Location** |
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