

Evidence Tag Number							Case Number	
Property Sign-Out Sheet								
Item Number	Description of Property - one item only							
Date/ Time Out	Property Received by (print name / #)	Signature	Released by (print name / #)	Destination Court, DA, Lab	Returned by (print name / #)	Date/ Time Returned In	Property Officer Signature	

The **Property Sign-Out Sheet** is a secondary form that can be used to track property / evidence that has been signed out for court etc.

Having the proper documentation on the original property report / evidence tags is always preferred. This form provides a tool to easily audit property that hasn't been returned.