

**Appendix A**

**Form and Instructions**

**NASA Form 1045**

# Real Property Transaction Voucher

1. NAME OF INSTALLATION	2. SITE LOCATION CODE	3. DATE	4. VOUCHER NO.
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5. TYPE OF TRANSACTION <i>(Check only one.)</i>		
<input type="checkbox"/> NEW ACQUISITION	<input type="checkbox"/> DISPOSAL	<input type="checkbox"/> IMPROVEMENT
<input type="checkbox"/> TRANSFER IN	<input type="checkbox"/> TRANSFER OUT	<input type="checkbox"/> OTHER <i>(Specify)</i>

6. DESCRIPTION OF PROPERTY	
A. BUILDING/FACILITY NO.	B. NASA FACILITY CLASSIFICATION CODE

C. DESCRIPTIVE DATA

7. CLASSIFICATION OF PROPERTY	
<input type="checkbox"/> LAND	<input type="checkbox"/> BUILDING
<input type="checkbox"/> OTHER STRUCTURE AND FACILITIES	<input type="checkbox"/> LEASEHOLD IMPROVEMENT

8. REFERENCE DOCUMENTS

9. DATE OF TRANSFER/ACCEPTANCE	10. CONTRACT/PROJECT NO.	11. DESCRIPTION OF ACTION OR WORK PERFORMED	12. CHANGE IN ASSET VALUE	
			(1) INCREASE	(2) DECREASE

13. REMARKS

14. CERTIFICATION

**Entries of Adjustment were made** in the Real Property Inventory Records. A copy of this voucher was submitted to the **Financial Management Office** for use as appropriate in pasting to the Asset Accounts.

15. TYPED NAME OF REAL PROPERTY ACCOUNTABLE OFFICER	16. SIGNATURE	17. DATE
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