APPENDIX 9: DA FORM 3161, TURN-IN OF SERVICEABLE EXCESS

INSTRUCTIONS FOR COMPLETING DA FORM 3161:

1. PUT AN “X” IN THE TURN-IN BOX
2. TYPE IN, “IMSA, FORT RILEY, KS 66442”
3. UNIT NAME
4. TYPE IN “EXCESS MATERIEL”
5. UNIT DODAAC
6. DOCUMENT NUMBERS USED
7. DOCUMENT NUMBER
8. NSN
9. NOMENCLATURE, MANUFACTURER, LOT NUMBER, AND EXPIRATION DATE
10. UNIT OF ISSUE
11. QUANTITY TURNED IN
12. TYPE IN “EX” (EXCESS)
13. UNIT PRICE
14. EXTENDED PRICE
15. SHEET TOTAL
16. GRAND TOTAL
17. DATE OF TURN-IN
18. SIGNATURE OF PERSON MAKING THE TURN-IN

NOTE: WRITE IN “NOTHING FOLLOWS” UNDER THE LAST ENTRY

REQUEST FOR ISSUE OR TURN-IN
(DA PAM 710-2-1) (1)

ISSUE	TURN-IN	SHEET NO.	NO. SHEETS
	X	1	1

1. SEND TO: IMSA, FORT RILEY, KS 66442 (2)	5. DATE MATERIAL REQUIRED	6. DODAAC W90XXX (5)	7. PRIORITY
2. REQUEST FROM: X COMPANY, X BATTALION (3)	9. END ITEM IDENT EXCESS MEDS (4)	9a. NAME/MANUFACTURER	9b. MODEL

3. REQUEST NO.

4. VOUCHER NO. 1129-D001 thru D002 (6)

8. ACCOUNTING/FUNDING DATA

9c. SERIAL NO.

* CODE — ISSUE: I-Initial, R-Replacement; TURN-IN: FWT-Fair Wear And Tear, RS-Report of Survey; EX-Excess, SC-Stmt of Charges

10. PUBLICATION

11. JOB ORDER NO.

12. ITEM NO. a (7)	STOCK NO. b (8)	ITEM DESCRIPTION c (9)	UNIT OF ISSUE d (10)	QUANTITY e (11)	CODE* f (12)	SUPPLY ACTION g	UNIT PRICE h (13)	TOTAL COST i (14)	j. POSTED DATE	j. POSTED BY
1129 D001	6505-01-277-3914	MAALOX	PG	4	EX		12.50	50.00		
		MFG: NOVARTIS CONSUMER HEALTH INC.								
		LOT: 302190 EXP: 12/00								
1129 D002	6505-01-354-8581	BIAXIN 500MG	BT	4	EX		15.98	63.92		
		MFG: ABBOTT LABS LOT: 46-465-AA-21								
		EXP: 11/00								
		NOTHING FOLLOWS								
							SHEET TOTAL (15)	113.92	GRAND TOTAL (16)	113.92

13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED	DATE (17)	BY (18)	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE	BY
	11 MAR 01	David Jones						

DA FORM 3161, MAY 83 REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED. USAPPC V2.10

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