





INTERNATIONAL BOUNDARY & WATER COMMISSION

# HAND RECEIPT INSTRUCTIONS

*Material includes, but is not limited to, equipment, machinery, products, supplies, components, and parts.*

**Description:** Provide description of material being provided. Include dimensions, size, etc.

**Manufacturer:** Provide name of manufacturer of material.

**Part Number:** Provide manufacturer's part number.

**Serial Number:** If present, provide material's serial number.

**Other Number:** Cross reference number, number referenced in Contract documents, etc.

**Supplier:** Provide name of supplier or vendor of material.

**Submittal Number:** Provide compliance confirmed submittal number covering the material.

**Number of Items Provided:** Note how many items or how much material is being provided.

**Photo:** Include photo of item being provided.

**Material to be Used on What Equipment/Where:** Indicate where the material will be used or on which piece of equipment. For example: Structure Sta 1545+76, Room 113, Valve 42, Penstock #5, 60" pipe, etc.

**Type:** Indicate the appropriate category of the material.

Equipment/Tools/Attachments are items required for the project that are kept locally for O&M  
Other includes keys, software, and O&M manuals

**Condition:** Specify the condition of the material. Use other for refurbished.

**Comments:** Provide special instructions especially for storage and testing. Describe packaging. Include any inspections performed. If material is being provided by subcontractor, note name and contact information for subcontractor.

**Signature of Contractor's Representative:** Physically sign or insert scanned/digital signature of Contractor's personnel who is delivering the material.

**Name of Contractor's Representative:** Provide name of Contractor's personnel who is delivering the material.

**Signature of IBWC's Representative:** Physically sign or insert scanned/digital signature of IBWC's personnel who is receiving the material.

**Name of IBWC's Representative:** Provide name of IBWC's personnel who is receiving the material.

**Date:** Enter date form signed by each person.



# INTERNATIONAL BOUNDARY & WATER COMMISSION HAND RECEIPT

Project: Make Believe Water Treatment Plant

Contract Number: 191BWC99C9999

Contractor Name: ABC Structural Construction

*Use for physical transfers only. Do not use for items provided electronically.*

Description: Submersible Non-Clog Pump

Manufacturer: Flygt

Part Number: 3211.020-5621

Serial Number: 152604279836

Other Number: Order No. 658921

Supplier: Water Solutions, Tim Davis 205-562-8946

Submittal Number: 072-D

Number of Items Provided: 1



Material to be Used on What Equipment/Where: Replacement Submersible Pump for RAS Pump Station

Type:  Spare Parts  Equipment/Tools/Attachments  
 Existing Items Removed during Project  Return of Government Furnished Materials (GFM)  
 Other: \_\_\_\_\_

Condition:  New  Used  Other: \_\_\_\_\_

### Comments:

Pump includes 50 foot length of submersible cable and weighs 3600 kg. The pump must be stored in a covered and dry location free from heat, dirt, and humidity. The impeller/propeller must be rotated every month to prevent the seals from sticking together.

Water Solutions, 12345 East Street, Denver, CO 67890

Contractor's Representative Signature

John Smith

Name of Contractor's Representative

07/12/2023

Date

IBWC's Representative Signature

John Doe

Name of IBWC's Representative

07/12/2023

Date

**Signing this form acknowledges delivery and receipt of the noted equipment.  
Signing this form does not signify compliance with Contract requirements.**