

**STATE OF NORTH CAROLINA
JUDICIAL BRANCH OF GOVERNMENT
ADMINISTRATIVE OFFICE OF THE COURTS**

**ACKNOWLEDGEMENT OF RECEIPT -
UNIFORM TRAFFIC CITATION FORMS
AND RECEIPT BOOKS**

NOTE TO RECIPIENT: *Your agency is accountable for the assignment, use, and collection of the Uniform Citation forms and/or Receipt Books issued to it, and may be audited on the same. It is imperative that this form be signed and then submitted to NCAOC Procurement Services, whether by mail, fax, or email. If you have questions, contact Procurement Services at (919) 890-1525.*

Name Of County _____

State Highway Patrol

Date Shipped _____

INSTRUCTIONS: Sign white copy and submit it

By Mail: North Carolina Administrative Office of the Courts,
ATTN: General Services Division - Procurement Services
PO Box 2448
Raleigh, NC 27602
Retain yellow copy for your records.

or

By Fax: ATTN: General Services Division-Procurement Services
F: (919) 890-1947
Retain yellow and white copies for your records.

or

By Email: purchasing@nccourts.org
Retain yellow and white copies for your records.

Clerk's Receipt (AOC-A-2) -----

Uniform Traffic Citation (Clerk) (AOC-CR-500) -----

Uniform Traffic Citation (Patrol) (AOC-CR-501) -----

List Missing Numbers -----

Beginning Number	Ending Number	Quantity	
		(books)	(cases)
C-	C-		

Explain differences _____

This is to acknowledge and certify receipt of the above.

Date	Name Of Person In Receipt Of Uniform Citation Forms/Receipt Books	Signature Of Person In Receipt Of Uniform Citation Forms/Receipt Books
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White Copy-Mail, Fax, or Email to NCAOC Procurement Services Yellow Copy-Retained by person in receipt of forms/books
 Green Copy-Retained by NCAOC Warehouse for delivery to Procurement Services