



Office of the Secretary
Department of Finance

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MEMORANDUM

DATE: January 8, 2003

TO: All Department and Activity Heads

FM: Secretary of Finance

RE: Issuance of Revised Property Management Policies and Procedures Manual

I am pleased to provide you with a copy of a very comprehensive "Property Management Policy and Procedures Manual" which is effective January 3, 2003, and which replaces the "Property and Accountability Policies and Procedures Guidelines" issued January 14, 1985 by the Department of Finance. Enclosed with the manual is a CD which can be used to print copies for further distribution within your Department or Activity.

This policies and procedures manual was produced by Deloitte Touche under contract with the Department of Finance together with the involvement of the Divisions of Procurement & Supply and Finance and Accounting. The objective was to produce property management guidelines for all Departments and Activities, as well as very detailed systems based accounting and control procedures for P&S and F&A to utilize in converting property records from the existing antiquated system to the JDEdwards "Fixed Asset" property control system.


The manual consists of 146 pages but the portion given to you on CD for reproduction is limited to pages 1 through 23 which contain the property management policies and procedures of which you should be aware, and pages 116 through 120 containing Survey and Transfer Forms. The balance of the manual contains detailed property management systems procedures for P&S and F&A which will be given CD's for reproduction of the entire manual.

I encourage you to read these policies and procedures in their entirety, and to share them with all members of your staff who are involved in property management, particularly those persons who are accountable for property.

As you read, please note that:

- For the first time we will control and account for "infrastructure", i.e., buildings, roads and bridges.
- We will no longer control property with a value of less than \$1,000, except for specially designated items like firearms, digital cameras, handheld radios and cellphones.
- We will conduct inventories differently, persons accountable for property will actually perform the annual physical inventory of property under their control based upon printouts furnished by P&S.
- We have defined the term "personal financial liability", and set out the criteria to be used in determining when an employee will be held personally accountable for the loss, damage, or destruction of Government property.
- The "Request for Transfer" and "Request for Survey" forms have been redesigned for easier use and to eliminate the need for extraneous memoranda from Accountable Persons requesting survey or transfer actions.

We hope you find these new policies and procedures easy to understand and to comply with. Should you have questions please call the Manager, Property Management Branch, P&S, at 664-1508.



FRANK B. VILLANUEVA

CC: Governor
Lt. Governor

Transmittal: "CNMI Property Management Policies and Procedures Manual" w/enclosed CD.

DEPARTMENT OF FINANCE



DIVISION OF PROCUREMENT AND SUPPLY

CNMI PROPERTY MANAGEMENT POLICIES & PROCEDURES

January 8, 2003



COMMONWEALTH OF
THE NORTHERN MARIANA ISLANDS

Property Management Policies and Procedures

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General Policy Statement**

January 8, 2003

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Property Management Policies and Procedures

**Section I
General Policy Statement**

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Section I

GENERAL POLICY STATEMENT

Introduction

The Commonwealth of the Northern Mariana Islands (CNMI) is required to maintain records that reflect the acquisition and use of various types of property. Such property includes land, buildings, structures, equipment and infrastructure. The Secretary of Finance is authorized to implement these Property Management Policies and Procedures pursuant to 1 CMC 2553 (j). The Secretary of Finance, by appropriate designation, shall delegate authority to the Director of Procurement and Supply, to administer and manage these policies and procedures.

Mission Statement

To provide policies and procedures for the management of and accountability for personal property in the possession and control of the CNMI Government. To establish CNMI Government policy and procedures and to delineate responsibilities, with respect to determining personal liability of CNMI Government officials and employees in cases involving lost, missing, damaged or destroyed personal property for which they are accountable or responsible. Further, to establish CNMI Government policy, governing the disposal of personal property no longer required for CNMI Government operations or programs.

Further, the financial reporting purposes of these records are to:

- Support the recorded cost of capitalized property on the balance sheet.
- Calculate annual depreciation of capitalized property.
- Assist internal and external auditors in their audits.
- Assist interested parties in understanding the extent to which the CNMI has invested in capitalized property, including roads, bridges, and other infrastructure properties.



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Scope of Application

These polices and procedures apply to all CNMI Government or Federally owned personal property, wherever located, under the administrative jurisdiction and responsibility of the CNMI Government.

Supercedes

These policies and procedures cancel and supercede the Property and Accountability Policies and Procedures issued January 14, 1985 by the CNMI Department of Finance.



Property Management Policies and Procedures

**Section II
Definitions**

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Section II

DEFINITIONS

Personal Property

Is property of any kind or any interest therein, except real property. Personal property includes both CNMI Government and Federally owned property.

Real Property

Is land and any property permanently attached to the land, such as buildings.

CNMI Property

Is all property of any kind except Federal property.

Federal Property

Is property acquired with federal funding or from Federal Agencies by loan where the term of such funding or loan require title be recorded as, or remain with, the Federal Government.

Expendable Property

Is property which, when put to use, is consumed, loses its identity, or becomes an integral part of other property.

Non-Expendable Property

Is property which has continuing use as a self-contained unit; is not consumed in use; does not lose its identity when put to use; or does not ordinarily become a component of other property.



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Capitalized Property

Is non-expendable property equal to or greater than \$5,000, the acquisition value of which is charged to a property (asset) account and which is distributed to capital accounts in accordance with established CNMI Government policies and procedures.

Non-Capitalized Property

Is non-expendable property, the acquisition value of which is charged to an activity expense account at the time of receipt.

Selected Non-Capitalized Property

Is non-capitalized property with a value between \$1,000 and \$5,000, which is controlled for physical accountability.

Designated Non-Capitalized Property

Is non-capitalized property with a value of less than \$1,000, which is designated for control for physical accountability.

Infrastructure

Is certain government properties, which are referred to as "public domain" or "infrastructure" properties, such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems, and similar properties.

Public Sale

Is the disposal of government property through a variety of disposal techniques, such as invitation for sealed bids, public auction or by means of negotiation, at the discretion of the Director of Procurement and Supply.



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**Section II
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Reviewing and Approval Authority

Is the Director of Procurement and Supply who is designated to review and approve the recommended disposition by the Survey Authority. The Director may, at his discretion, establish and delegate powers to a standing board of three members of which he is a member and shall act as Chairman to investigate unusual losses such as those resulting from officially declared disasters.

Survey

Is an investigation of circumstances surrounding property which is lost, missing, damaged, destroyed, unserviceable or no longer required for CNMI Government operations and programs for the purposes of making findings and recommendations for:

- (a) Relieving the Accountable Person and/or Responsible Person of accountability and/or responsibility for the property; and,
- (b) Determining whether personal liability exists for lost, missing, damaged or destroyed property.

Survey Authority

Is the Manager of the Property Management Branch designated to conduct surveys and to deputize Survey Officers to assist him in the conduct of surveys by the Director of Procurement and Supply.

Accountable Person

Is the designated official who has administrative control over the use of personal property within his area of jurisdiction.



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Responsible Person

Is the person with physical custody, use, and the responsibility for the safekeeping of personal property.

Property Accountability

Is the process whereby the Accountable Person establishes and maintains property records and safeguards to ensure effective control over the property under his administrative jurisdiction. The obligation may not be delegated to other officers or employees, although the actual responsibility for the use, care, and safekeeping of property may be assigned to others.

Personal Financial Liability

Is personal liability which attaches to an employee resulting from the determination that the loss, damage, or destruction of property was caused by an act or omission of the employee, which constitutes misconduct, neglect, gross negligence, or wilful or wanton disregard for property.



Property Management Policies and Procedures

**Section III
Property Management Policies**

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Section III

PROPERTY MANAGEMENT POLICIES

Personal Property Control Policy

All capitalized property, selected non-capitalized property, and designated non-capitalized property shall be identified by a property control number, which shall be permanently affixed to each individual piece of such property in a manner that is readily observable and shall be entered into the Master Inventory Control Record by the Property Management Branch.

The Manager of the Property Management Branch is responsible for maintaining the Master Inventory Control Record.

The Accountable Person shall authenticate the inventory control records for the property within his administrative control by affixing his name and title to all such records and shall be provided with a copy thereof.

Maintenance of Detailed Property Records Policy

The CNMI Government must comply with the Federal standards for equipment management and maintenance of detailed property records, as set forth in 468, Federal Grants Management Handbook, May 2002, as amended. Further, infrastructure properties that have been constructed subsequent to June 30, 1980 are required by General Accounting Standards Board Pronouncement No. 34 (GASB No. 34) to be recorded, and detailed records to be maintained.

Valuation of Capitalized Property Policy

1 - Historical Cost

Is the usual basis for valuing capitalized property which is the cash or cash equivalent price of acquiring the property.



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2 - Market Value or Replacement Cost

Is the value of capitalized property based on market value or replacement cost, if historical cost is not available.

3 - Value of Donated Property

Is the value obtained from past invoice information or a document indicating the net book value of the property. Should the property value be unobtainable from the donor, the Property Management Branch may determine the value of the property.

4 - Value of Infrastructure

Is the historical cost of the infrastructure, or if historical cost is not available, the cost determined by an appraisal conducted by a qualified government agency or a private engineering firm.

Capitalization Policy

Non-expendable property with a value equal to or greater than \$5,000 will be capitalized over its economic useful life. This type of non-expendable property will be referred to as capitalized property. The capitalized property, except land, will be depreciated using the Straight Line Depreciation Method; utilizing the class lives and recovery periods set forth in Appendix A and with no expected residual or salvage value. Illustrative categories are:

- Buildings.
- Office Equipment.
- Vehicles.
- Land.
- Leasehold Improvements.
- Infrastructure (e.g., public roads, sidewalks, bridges).



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Selected Non-Capitalized Property Policy

Property information will be maintained for all non-capitalized property with a value between \$1,000 and \$5,000. This type of non-capitalized property will be referred to as selected non-capitalized property.

Designated Non-Capitalized Property Policy

Property information may be maintained for non-capitalized property with less than \$1,000 in value, if so designated by the Director of Procurement and Supply to reflect the CNMI's desire to track certain types of property. This type of non-capitalized property will be referred to as designated non-capitalized property.

The list of designated non-capitalized property shall be maintained by the Manager of the Property Branch. The listing of designated non-capitalized property is provided in Appendix D and will be updated periodically.

Estimated Economic Lives Policy

The Table of Class Lives and Recovery Periods in Appendix A – IRS Table of Class Lives and Recovery Periods (Tables B-1 and B-2, Publication 946, Federal Government Internal Revenue Service, 1999, as amended) will be utilized to determine economic lives, unless an alternative economic life is assigned by the Property Management Branch. The applicable economic lives are set forth in Appendix A: "Recovery Period (in years)": column "Class Lives (in years)".

If actual experience indicates that the economic life contained in Appendix A is not reflective of the actual economic life of specific property category, the Property Management Branch may determine the appropriate economic life of specific category property based on experience. Further, the Property Management Branch will annotate Appendix A to reflect their determination.

If property is procured that is not addressed in Appendix A, the Property Management Branch may determine the appropriate economic useful life through consultation with vendors, manufacturers, engineers or accountants.



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Property Transfer Policy

The transfer of any property which is controlled in the master inventory control record requires the prior approval of the Manager of the Property Management Branch.

Physical Inventory Policy

The Division of Procurement and Supply will conduct an annual inventory of property held by each Accountable Person as reflected in the master inventory control record. Further, the Division of Procurement and Supply shall perform random audits of property held by each Accountable Person to validate the integrity of the property control process.



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Section IV

PROPERTY MANAGEMENT PROCEDURES

Maintenance of Detailed Property Records

The property records of all capitalized property, selected non-capitalized property, designated non-capitalized property, and infrastructure maintained in the J.D. Edwards System must contain the following information (468, Federal Grants Management Handbook, May 2002, as amended):

- Description of the property.
- Manufacturer's serial and model numbers, federal stock number, national stock number, or other identification.
- Acquisition source of the property, including grant or agreement number and method of procurement.
- Whether title is vested with the CNMI or U.S. Government (use Item 23: "Remark Field" on Master Information Screen).
- Acquisition date and cost.
- Percentage (at the end of the budget year) of U.S. participation in the project or program for which the property was acquired (use Item 24 "Remark Field" on Master Information Screen).
- Location, use, condition, and the date the information was reported.
- Unit Acquisition Cost
- Date of disposal and sale price method used to determined fair market value where the CNMI compensates the agency for its share.



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Acquisition of Property

1- Capitalized Property, Selected Non-Capitalized Property and Designated Non-Capitalized Property

When creating a purchase order for an item that is considered capitalized property, selected non-capitalized property or designated non-capitalized property, a property number must be created.

Where a purchase is made as an addition to an existing capitalized property, selected non-capitalized property or designated non-capitalized property, the property number must be included on the appropriate field in the requisition or purchase order.

All capitalized property, selected non-capitalized property and designated non-capitalized property, must be received at the Division of Procurement and Supply, or at an area and by personnel designated by the Director of Procurement and Supply.

Such property must be inspected by Property Management, or designated personnel, and have a property control number affixed.

A receiving report will be created for all such property received and distributed by the Property Management Branch.

2- Confiscated Property

Confiscated property, which is merely held in trust pending disposal by the CNMI Government, should not be recorded. As part of the disposal process, confiscated property may be transferred to the CNMI Government and the transferred property shall be assigned a property control number and recorded in the master inventory control record, if appropriate.

3 - Donated Property

Capitalized property, selected non-capitalized property or designated non-capitalized property that is donated to the CNMI shall be assigned a property control number and recorded in the master inventory control record, if appropriate.



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4- Infrastructure

The Division of Finance and Accounting, when disbursing the funds to the activity responsible for the construction of an infrastructure property, must create a CIP account number for the particular infrastructure.

Upon acceptance of the project, the activity responsible for the infrastructure property must send a notice of completion and submit supporting documentation (certificate of completion, contractor's invoices, contracts, etc.) to the Property Management Branch.

A property tag number will be assigned and attached to the documentation and the new property (asset) master will be created.

The Property Management Branch must prepare a journal entry to transfer the completed project from the CIP account to a designated Infrastructure account and must review the property information for accuracy and appropriate application of useful lives.

Survey

1 - Survey Requirements

A survey is required to investigate circumstances surrounding property which is lost, missing, damaged, destroyed, unserviceable property or no longer required for CNMI Government operations or programs and report findings and make recommendations for:

- (a) Relieving the Accountable Person and/or Responsible Person of accountability and/or responsibility for property; and,
- (b) Determining whether personal liability exists for such lost, missing, damaged or destroyed property.

The Accountable Person is required to request relief of accountability for such property by initiating a CNMI "Report of Survey Form" (reference Appendix B).

Survey action must be initiated by the Accountable Person immediately upon discovery of property is lost, missing, damaged or destroyed. Further, the Accountable Person



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will initiate survey action when it is determine that property is unserviceable or no longer required for CNMI operations and programs.

A CNMI "Report of Survey Form" is required for:

- Loss of property when the original acquisition cost is equal to or exceeds \$1,000 in value or which was classified as designated non-capitalized property.
- Damaged property that is equal to or exceeds \$1,000 in value or which was classified as designated non-capitalized property.
- Sale of property that is no longer required for CNMI Government operations or programs when the original acquisition cost of the property involved is equal to or exceeds \$1000 in value or which was classified as designated non-capitalized property.
- Condemnation of property for salvage, reduction to scrap, and destruction or abandonment, regardless of circumstances, when the original acquisition cost of the property involved is equal to or exceeds \$1,000 in value or which was classified as designated non-capitalized property.
- Donation to public bodies.
- Any circumstances, regardless of the value of the property involved, in which there is a reasonable possibility of a claim against the Government in connection with the administration, care, and use of Government property.

A CNMI "Report of Survey Form" may be utilized as a "Certificate of Loss or Damage" to document loss of, or damage to property in those instances where the total amount of the loss, or the extent of damage to all items involved does not exceed \$1,000 in value and possible claims against the CNMI Government are not involved. A CNMI "Report of Survey Form" may be used as a "Certificate of Loss or Damage" provided the title "Report of Survey" is lined out and the title "Certificate of Loss or Damage" is substituted therefore. The completed Certificate should reflect the responsible employee's explanation as to the circumstances under which the property was lost or damaged, and included the findings and recommendations of the Accountable Person to the Reviewing and Approval Authority.



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Employees will not be held financially liable unless, after thorough investigation, it is determined that the property involved was being used for purposes other than of an official nature, or that the loss, damage or destruction was due to an act or omission of the employee, of such nature as to constitute misconduct, neglect, gross negligence, or a willful or wanton and reckless disregard for the property. In each instance where such an investigation is to be conducted, the employee involved will be given due notice of the investigation and will be permitted to submit oral and written signed statements for the investigative file.

Any deliberation as to the question of an employee's financial liability must be completely separate and apart from, and without prejudice to, any personnel action that may be under consideration (i.e., admonishment, reprimand, suspension, reassignment, demotion, etc.). The assessment of financial liability is not to be used in lieu of, or as a form of, disciplinary action, though some cases might merit both actions.

Any recommendation that an employee should be held liable for property loss, damage or destruction shall include a determination of the extent of financial liability to which the employee should be held liable. The amount of liability for property damage should be estimated or based on the estimated cost of repairs for damage that was a direct result of the incident, regardless of whether or not the property is repaired. The amount of liability for lost, missing, or destroyed property should be the estimated fair market value of the property based upon the last known condition and age of the property at the time of its loss, or destruction.

When it is determined that an employee should be held liable for property loss, damage or destruction, the Government will establish its claim against the employee, usually by billing the employee for the amount involved, and undertake by any lawful means at its disposal, to collect such amount. Further, payment of such billing does not convey title to the property to the employee.

2 - Responsibility of the Survey Authority

The Survey Authority will fully investigate the matter submitted to him. He will call for all evidence obtainable and will not limit inquiries to evidence or statements by parties in interest. He will examine and verify all evidence prepared and available, and make recommendations consistent with the circumstances and findings disclosed by such examination. Where additional data or proof is required to fully support a finding, it should be obtained in a manner that protects the legitimate interests of both the



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employee involved and the CNMI Government. Recommendations must be supported by logical findings, facts, circumstances, conclusions and findings and recommendations must be clearly stated and fully documented.

Transfer

An Accountable Person may transfer property which is controlled in the Master Inventory control Record after initiating a "Request for Transfer Form" (reference Appendix B) and receiving the approval of the Property Management Branch Manager.

Disposal

1- Public Sale of CNMI Personal Property

The Survey Authority will act as the Sales Agent of all personal property no longer required for CNMI Government operations or programs. Public Sale is the disposal of government property through a variety of disposal techniques, such as invitation for sealed bids, public auction or by means of negotiation, at the discretion of the Director of Procurement and Supply.

The following guidelines will be applied in effecting disposal of CNMI Government property by sealed bid:

- CNMI Government employees will be permitted to bid on property placed on public sale.
- Property shall be described in commercial terminology and as fully and accurately as possible.
- During the inspection period, prospective bidders should have a full opportunity to review the property offered. However, no information shall be provided to a prospective bidder, which is not available to all bidders.
- Sales of CNMI Government property shall be made by competitive bid sales on a sealed bid basis. Whenever a bid deposit is required by the terms and conditions of the Invitation for Bid, the normal deposit for individual types of sales shall be twenty (20) percent of the total amount of the bid. Such deposits shall be by U.S. Currency or a Certified Bank Draft made payable on demand in U.S. Currency to the CNMI Government Treasurer. Funds or checks will be returned to unsuccessful bidders, and successful bidders must show a CNMI Government



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receipt for the balance paid the CNMI Government before the property can be removed from the Government's holding or storage area.

- Bid awards and of sales contracts regarding personal property sold will be processed by the Manager of the Property Management Branch.

2- Abandonment or Destruction of CNMI Personal Property

Property shall not be abandoned or destroyed unless it is affirmatively found by the Survey Officer that the property:

- a - Has no commercial value; or
- b - The estimated cost of its continued care and handling would exceed the estimated proceeds from its sale. Such findings, or even recommendations for disposal by abandonment or destruction, shall not be made by any Accountable Person directly responsible or accountable for the property covered thereby.

All findings regarding property to be disposed of by abandonment or destruction, regardless of value or location, shall be approved by the Reviewing and Approval Authority before any such disposal is made.

When surplus or deteriorated drugs, biological, and reagents, including controlled substances, are required to be destroyed, they shall be destroyed in such a manner as to ensure total destruction of the substance to preclude the utilization of any portion thereof, and in accordance with Federal statutes, if applicable, and the local land, air and water pollution control standards. When major amounts are involved, the action shall be coordinated with local land, air and water pollution control authorities.

3- Disposal of Federal Property

When the Survey Authority finds that Federal property is no longer required for CNMI Government operations or programs, such property shall be transferred by the Accountable Person to the Division of Procurement and Supply by means of CNMI "Request for Transfer Form".

Such property will be disposed of based on instructions received from the GSA, or other Federal Agency which owns or controls the property.



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Annual Physical Inventory

An annual physical inventory will be performed by the Division of Procurement and Supply and will consist of the following steps:

- The Property Management Branch will prepare and distribute the applicable inventory control record to each Accountable Person.
- The Accountable Person will review and annotate the inventory control record to identify property:
 - presently under his control.
 - disposed of (and method of disposition) since the last inventory.
 - under his control, but not reflected in the inventory control record.
 - which is no longer required by his activity and is available for transfer where needed or which should be surveyed and disposed of by a public sale, abandonment or destruction.
- The Accountable Person will return the updated and annotated inventory control record to the Property Management Branch.
- The Property Management Branch will update the master inventory control record and provide an updated inventory control record to the Accountable Person reflecting all the property under his control.



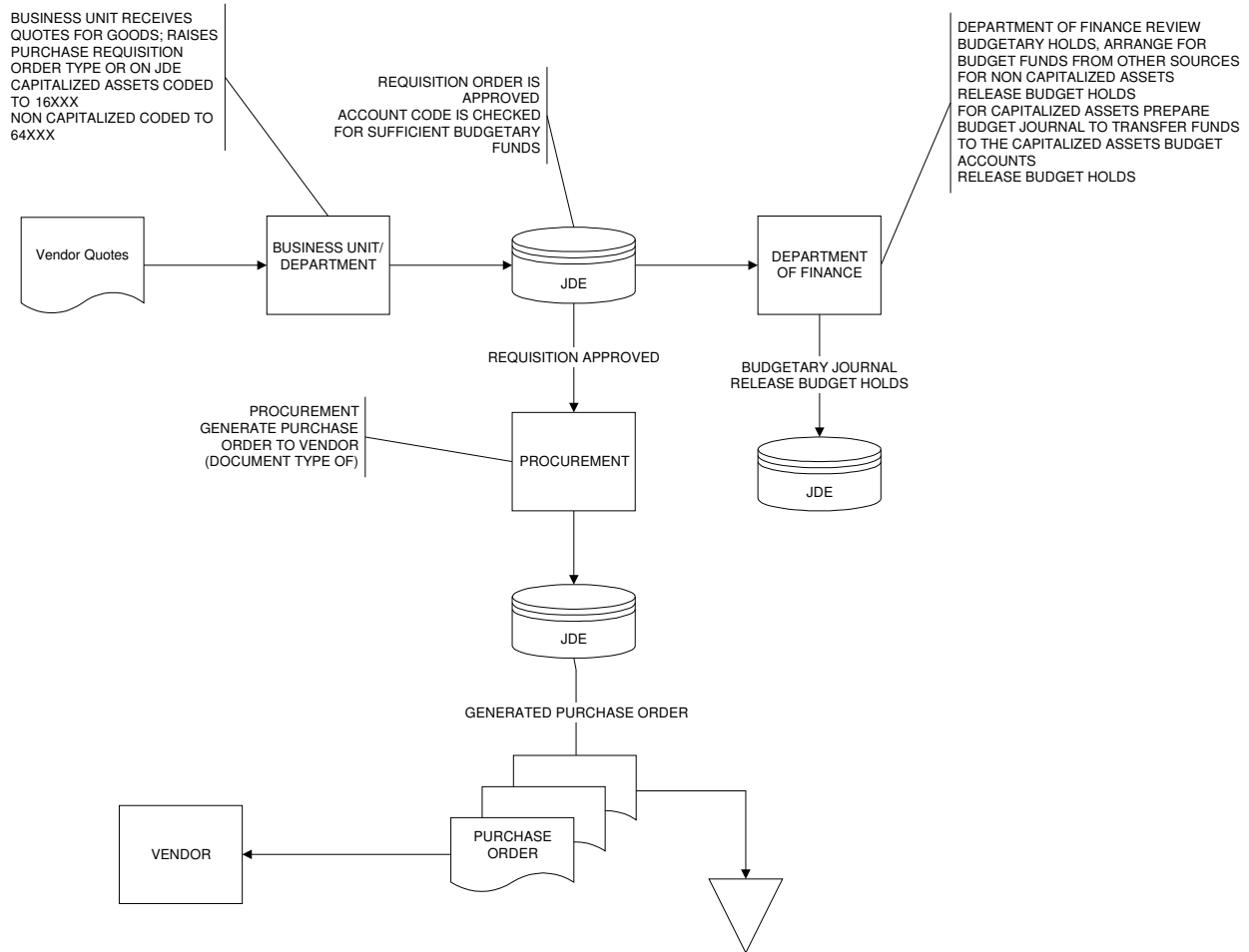
Property Management Policies and Procedures

Section V
Flowcharts

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Section V

FLOWCHARTS
Property Requisition Flowchart



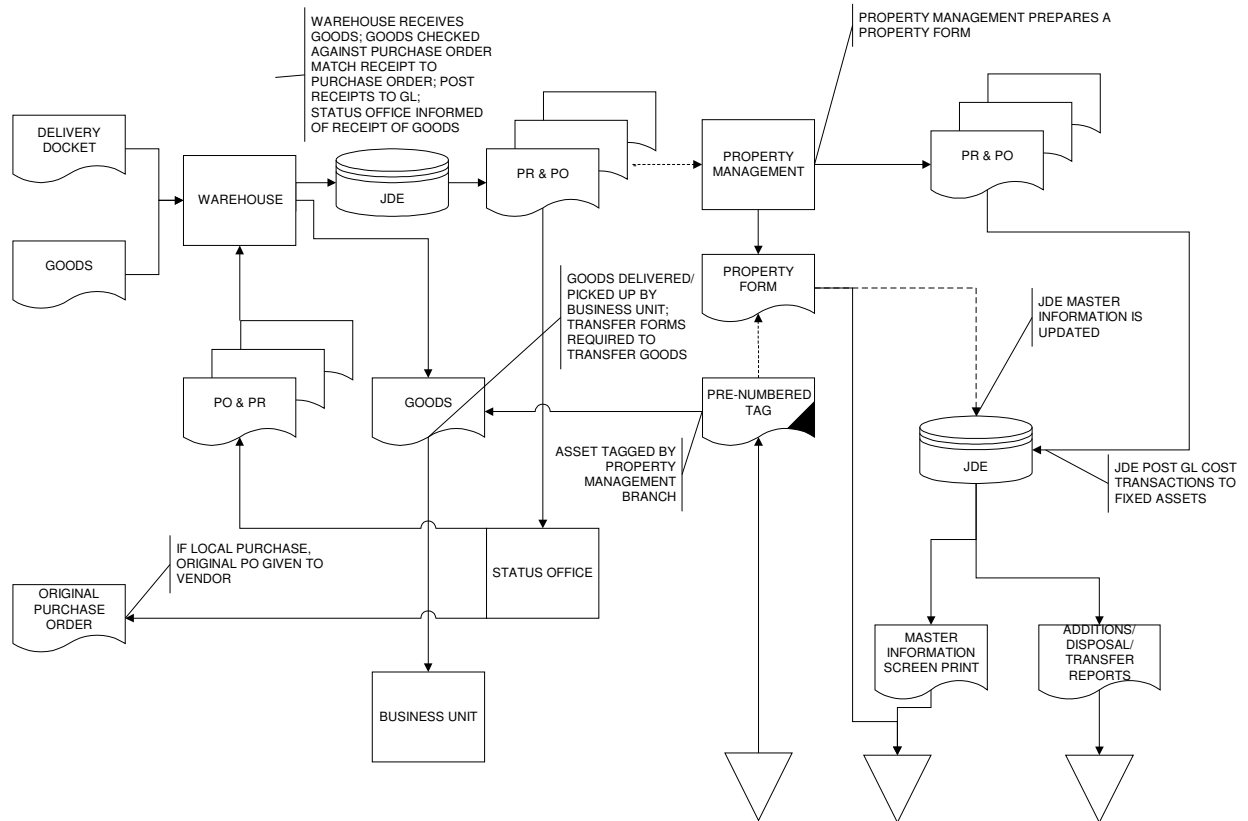


Property Management Policies and Procedures

Section V
Flowcharts

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Property Acquisition Flowchart



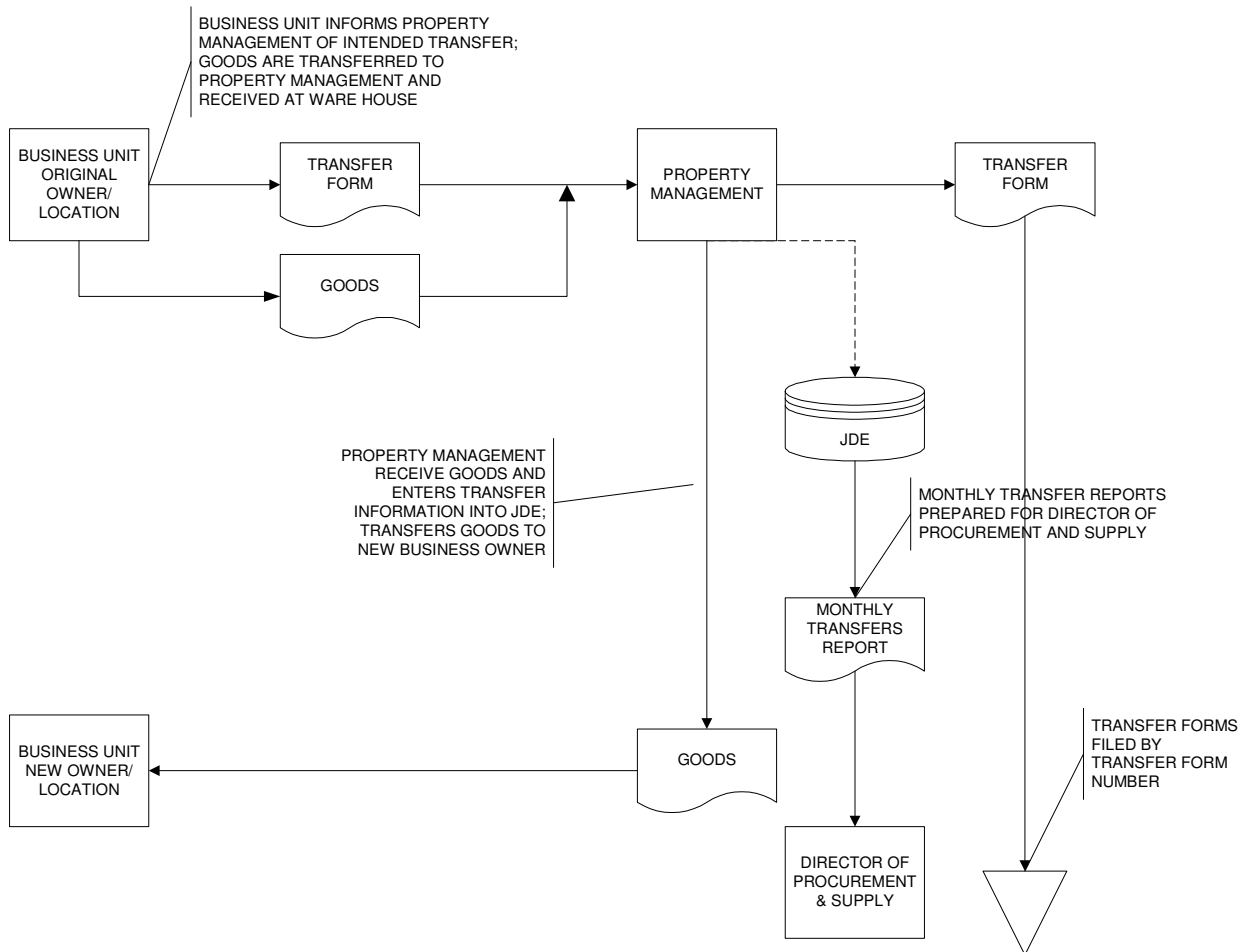


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Section V
Flowcharts

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Transfer of Property Flowchart



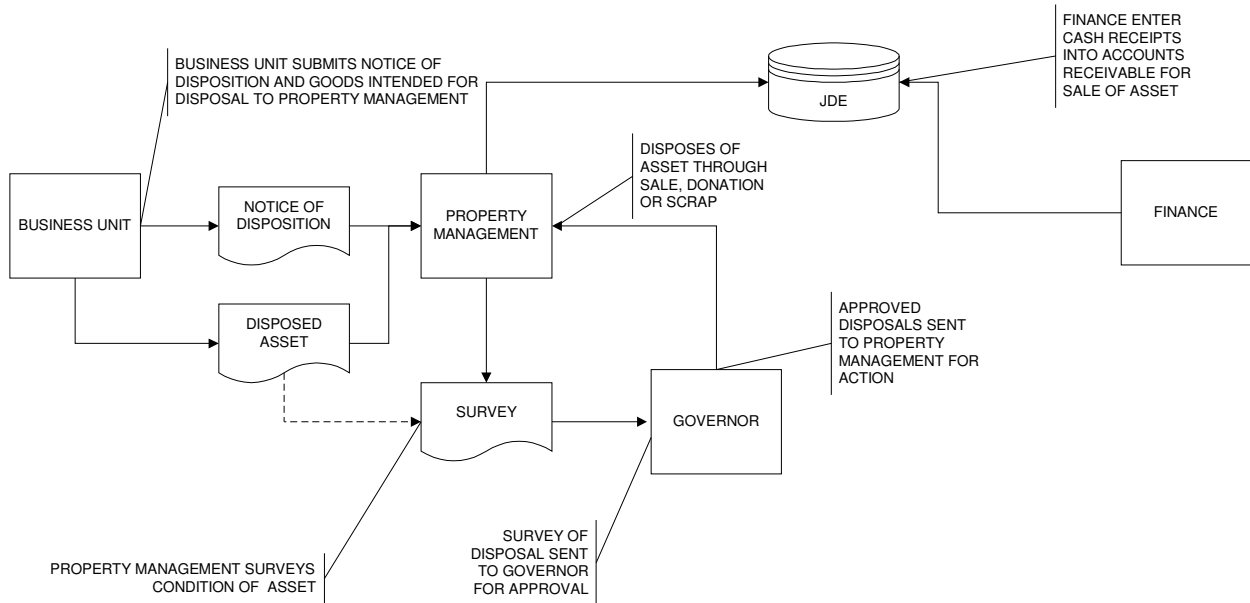


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Section V
Flowcharts

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Disposal of Property Flowchart



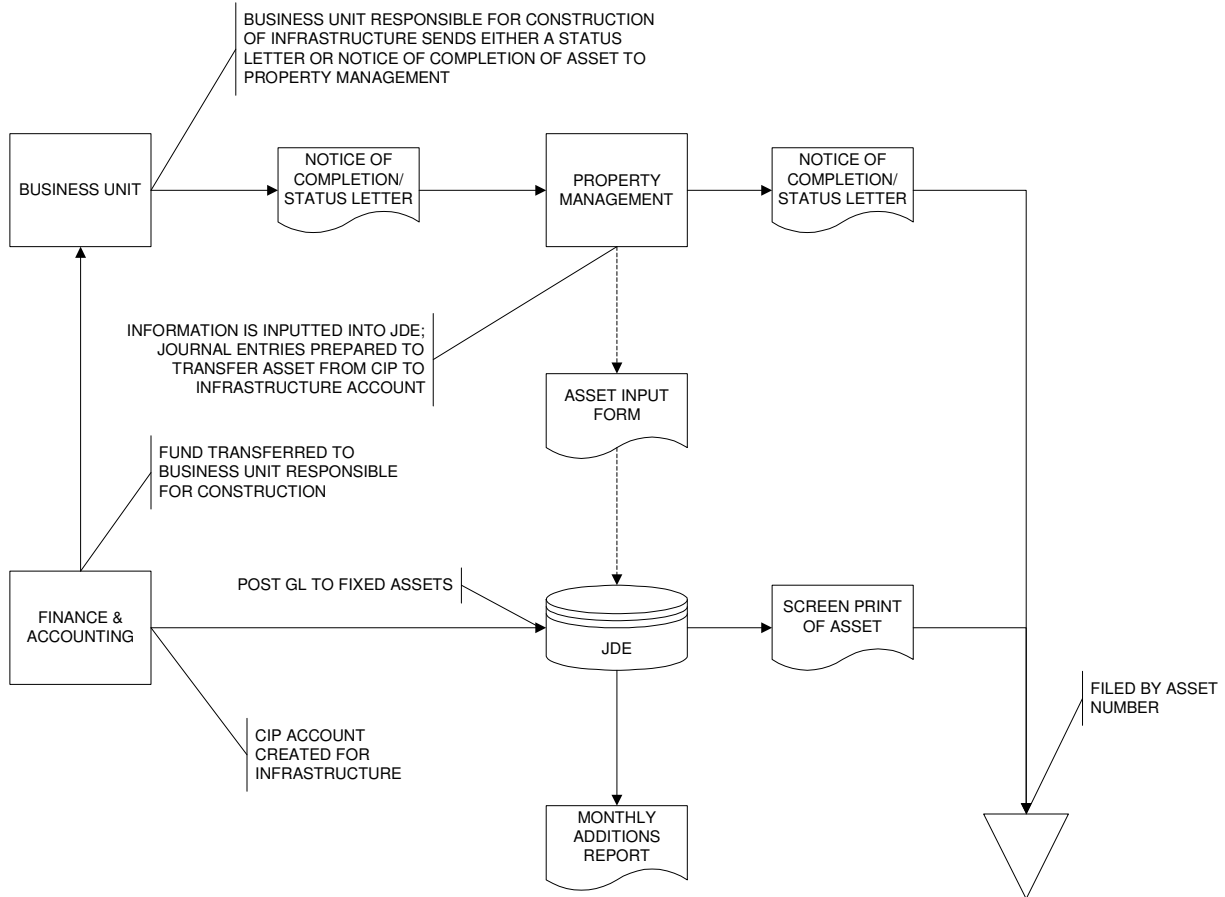


Property Management Policies and Procedures

Section V
Flowcharts

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Infrastructure Property Processing Flowchart





Property Management Policies and Procedures

APPENDIX B
Forms

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CNMI – JDE New Asset Information Form

| | | |
|---|---|---|
| CMNI – JDE New Asset Information Form | | Asset Number: (Obtain this number from the JDE Fixed Asset Master Information Screen after input) |
| Description of Asset: | | |
| Made By: | | Tag Number: |
| Model: | | Serial Number: |
| Fund Number: | Parent Number: | |
| Responsible Business Unit: | Cost Account Code: | |
| Receipt Date: | Receipt Batch Number/Document Number: | |
| Physical Location of Asset | Date when asset placed in location (if different to receipt date): | |
| Number of Units: | Employee responsible for this asset | |
| Grant Number: | Remark: | |
| Remark: | Remark: | |
| Accounting Class: | Equipment Class: | |
| Manufacturer: | Model Year: | |
| Asset Condition: | Funds Source: | |
| Is this asset to be depreciated? YES / NO | Depreciation Start Date (if different from date acquired): | |
| Expected Life of Asset in Months: | Estimated Salvage Value (if any) | |
| Prepared By: (Name & Date) | Input into JDE By: (Name & Date) | |



Property Management Policies and Procedures

APPENDIX B Forms

January 8, 2003

Request for Transfer Form

COMMONWEALTH OF THE NORTHERN MARIANAS ISLAND
DEPARTMENT OF FINANCE
DIVISION OF PROCUREMENT AND SUPPLY
PROPERTY MANAGEMENT BRANCH

REQUEST FOR TRANSFER
Department/Division and Business Unit
Location of Property and Business Unit
TO:
PROCUREMENT AND SUPPLY, PROPERTY AND ACCOUNTABILITY BRANCH
This is to request your approval to transfer the following listed items to:
DEPARTMENT/DIVISION/ACTIVITY AND BUSINESS UNIT
ACCOUNTABLE OFFICER
PRINT NAME AND SIGNATURE
DATE
PROPERTY NO. DESCRIPTION MODEL NO. SERIAL NO.
1
2
3
4
5
6
REASON FOR TRANSFER
Approved by:
Manager
Property and Accountability Branch
Date
ACKNOWLEDGEMENT OF RECEIPT
I Certify that the property described above has been received, inspected and accepted by me as the new accountable person.
Signature Print name and title Date



Property Management Policies and Procedures

**APPENDIX B
Forms**

January 8, 2003

Report of Survey

REQUEST FOR SURVEY

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

DEPARTMENT OF FINANCE

DIVISION OF PROCUREMENT AND SUPPLY

| | |
|-------------------------|--|
| SURVEY NO. (P&S USE) | |
|-------------------------|--|

| | |
|-------|--|
| DATE: | |
|-------|--|

| | |
|------------------------------|--|
| Department/Division/Activity | Location of Property and Business Unit |
|------------------------------|--|

To: Survey Officer, Procurement and Supply

You are requested to survey the following listed property and to relieve me of accountability therefor by approval of this report. (xxx)

(Accountable Person)
(Print Name and Signature)

| Line Item | Property No. | Quantity | Description of Property | Acquisition Cost (if known) | Condition (x) (P&S Use) | Disposition (xx) |
|-----------|--------------|----------|-------------------------|-----------------------------|-------------------------|------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |

(x) Condition should be coded as follows (e.g.; N-1, O-3, R-2, etc.):

- N - New**
- E - Used (recondition)
- O - Used (usable w/out repair)
- R - Used (repair required)
- X - Items of no further value for use as intended but possible value other than scrap.
- Y - Worn out (no value except as scrap)

- 1 - Excellent
- 2 - Good
- 3 - Fair
- 4 - Poor

(xx) Disposition Codes:

- 1 - Unneeded (dispose of in accordance with applicable regulations.)
- 2 - Destruction
- 3 - Abandonment
- 4 - Donation to public bodies
- 5 - Sale
- 6 - Repair (indicate needs)
- 7 - Salvage usable parts and sale remainder
- 8 - Reduce to scrap
- 9 - Other (describe under recommendation)

(xxx) Requesting Activity Must Complete All Applicable Items on this Form.

Front



Property Management Policies and Procedures

APPENDIX B Forms

January 8, 2003

Request for Survey Back Side

Request for Survey

Check applicable block:

This is To Certify That the property listed hereon has been inspected by the undersigned and its condition and present estimated value are as shown. The findings listed below substantiate the recommended disposition set out on the face of this form.

This is To Certify that the circumstances surrounding the loss, or damage of the property listed hereon have been investigated by the undersigned and the findings and recommendations are listed below.

Findings:

Recommendation:

SURVEY OFFICER RECOMMENDATION

Date (Signature) Survey Officer Title

REVIEWING AUTHORITY ACTION

APPROVED DISAPPROVED (Date) Signature of Reviewing Authority Director, Procurement and Supply Title

CERTIFICATE OF DISPOSITION

I Certify That the property listed hereon has been disposed of the following manner

(Date) (Signature) Survey Officer Title

FOR APPROVED DESTRUCTION ONLY

I Certify That I have witnessed the destruction (reduction to scrap) of the listed items.

(Date) (Signature of Witnessing Officer) Title



Property Management Policies and Procedures

APPENDIX D
Designated Non-Capitalized Property Listing
(Less than \$1,000 in Value)

January 8, 2003

Request for Survey – Cont'd

| REQUEST FOR SURVEY | | | | | | |
|--------------------|--------------|----------|-------------------------|-----------------------------|---------------------------|-------------------|
| Line Item | Property No. | Quantity | Description of Property | Acquisition Cost (if known) | Condi- tion (x) (P&S Use) | Disposi- tion(xx) |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
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| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
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| 26 | | | | | | |
| 27 | | | | | | |
| 28 | | | | | | |
| 29 | | | | | | |
| 30 | | | | | | |

(xxx) Requesting Activity Must Complete All Applicable Items on this Form.