

**STATE OF ALASKA**

Department of Administration  
Division of General Services  
Property Management Office

**PROPERTY GUIDE**

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**PHYSICAL INVENTORY  
PROCEDURES**

January 11, 2000

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## **Publication Data**

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# Physical Inventory Procedures

## ***Purpose***

This document provides a step-by-step guide to accomplishing a physical inventory. Periodic physical inventories are a component of good stewardship of public funds and assets, and are required by State Statute. In some instances, alternative procedures may be necessary based upon unique circumstances within a department or agency. If so, any alternative procedures must be submitted, in writing (post, email, or fax), to the Property Manager for approval.

## ***Authority***

The Department of Administration derives its authority to direct periodic physical inventories from Alaska State Statute 37.05.160. It applies this statutory authority through the Division of General Services Property Management Program. The State's Property Manager is tasked with the day-to-day conduct of the program.

## ***Applicability***

These procedures apply to personal property assets among State of Alaska Executive Branch departments and agencies. Procedures regarding State Equipment Fleet-specific and Telecommunications specific assets are addressed separately.

## ***Three Major Types of Physical Inventories***

*There are a number of different inventory types—some very structured and resource intensive, others rather simplistic and cursory. For our purposes, we will concentrate of three major types of physical inventories: As Required, Cyclic, and Annual. All three of these inventory types deal with not only the physical counting of items, but are also used to record the item's physical location and condition.*

### **As Required**

As Required inventories are usually conducted by direction of the State's Property Manager (PM), or a Departmental Property Officer (DPO). An "As Required" inventory is just that--it is not normally scheduled, and is generally conducted in response to a given situation or loss. "As Required" inventories are limited in scope and are often conducted when a change in Property Custodian, or responsible hand receipt holder occurs.

### **Cyclic**

Cyclic inventories are a type of periodic inventory. They are conducted monthly, quarterly, or semi-annually, in place of an annual inventory. When using a cyclic inventory method, the DPO notifies the Property Custodian as to which specific items to inventory in a given period. The objective of this type of procedure is to have a 100

percent inventory of all items completed by the end of each fiscal year. In most cases, the State requires an annual inventory, but this may not be practical for all departments. Cyclic inventories may be a better alternative. See “Cyclic Inventory Procedures” for details on how to conduct a cyclic inventory.

*Note: Because cyclic inventories only address a portion of a department’s total inventory at a given time, new or unlisted items within a department might get overlooked. For this reason, cyclic inventories should not be held for more than three consecutive years. Property Custodians and DPO’s must take special care to ensure that property is added to their inventory list in accordance with established requirements and procedures.*

## Annual

Annual inventories are conducted during a specified time window during each fiscal year and involve a 100 percent inventory of all items within a department. Annual inventories require a greater time resource and more coordination than cyclic inventories, but have less total disruptions on operations because they occur only once each fiscal year. See “Annual Inventory Procedures” for details on how to conduct an annual inventory.

## **Reasons for Conducting A Physical Inventory**

There are four important reasons why a department conducts a physical inventory:

- to verify or ascertain the physical count, condition, and location of an inventory item and to ensure that it is properly documented;
- to identify, document, and add items to its inventory list that are on-hand and meet qualifying criteria, but are not currently shown as part of the inventory;
- to ensure that legitimately transferred or disposed of items are no longer carried on the inventory listing; and finally...
- to identify any missing or damaged items that need to be located, repaired, or replaced.

## **Adding Personal Property to the Inventory Listing**

DPO’s and Property Custodians ensure that all personal property items become part of their state inventory list when they meet the following criteria:

- Non-expendable personal property items and equipment valued at \$1000.00 or more regardless of the funding source or means of acquisition. This property must be inventoried and properly marked/labeled.
- Items that are loaned to the State, or leased or rented items in the care or custody of the State, even though owned by another entity, must be treated as controlled property (inventoried and tracked) if the value is \$1000.00 or more, or if the item falls under the Sensitive Item Class Code Group criteria below:

**Group A:** A Sensitivity Code A Item listed in Appendix E must be controlled regardless of value.

**Group B:** A Sensitivity Code B item listed in Appendix E must be controlled if the item’s value is \$1000.00 or more—otherwise, it optional at the discretion of the owning/controlling department.

## ***Cyclic Inventory Procedures***

The Property Manager has authorized DPO's to conduct cyclic inventories. If a DPO decides to schedule and conduct cyclic inventories in lieu of a single annual inventory, the DPO must give the Property Manager prior written notice of that decision. The DPO must ensure that the inventory schedule concludes by June 1<sup>st</sup> of the respective fiscal year (e.g., the last FY2001 cyclic inventory for the department must conclude by June 1, 2000). The DPO's written notification must contain the following:

- A statement as to why an annual inventory is not appropriate for that department.
- The type of cyclic inventory to be used: monthly, quarterly, or semi-annually.
- A complete cyclic inventory schedule covering the respective fiscal year, that includes the type of items to be inventoried per each scheduled period.
- Appropriate contact information: Name, office, title, office phone, fax, and email.

### **The Cyclic Inventory procedures are as follows:**

1. The DPO notifies Property Custodians of the date of the cyclic inventory, the items to be inventoried, and the procedures that will be used.
2. The DPO requests an inventory printout, by section, for the items to be inventoried and distributes the printouts to each respective custodian.
3. The Property Custodians make arrangements with their respective sections to ensure that all identified items are available to be inventoried as scheduled.
4. It is important to note that the Property Custodian records any unlisted property discovered during the inventory that meets the criteria on page 2.
5. The Property Custodians check each item against the inventory list
  - 5.1. Look for the item's Property Control Number (PCN), or manufacturer's serial number. The PCN is a state generated gold and blue decal printed with a number. Sometimes, the decal cannot be adhered to the item. When that occurs, the PCN is hand-etched or printed onto the item.
  - 5.2. Compare the PCN of each item against the inventory listing—because a PCN is the number used to identify the item in the property control system, both must match. When an item does not have a PCN, often it will be listed by serial number. If the item's identifying numbers match, place a check mark beside the item on the inventory list. Note any changes to condition or serviceability (broken, missing parts, damaged, etc).
  - 5.3. If the item is not identified on the inventory list, note what the item is, its PCN, make, model, serial number, general condition and location. You will have to check later to see if it is a loaned or newly acquired item. It may also be a component of a set and the set was listed as a different item.
  - 5.4. The Property Custodian may find an item that does not have a PCN decal or etching, but he or she thinks that it should. The Property Custodian simply

enters the item on the inventory list with complete description and annotates "PCN Required". The DPO will determine whether or not the item requires a PCN.

- 5.5. If the item cannot be found, enter "Missing" beside the item on the inventory list. Check with the responsible individual to see if the item was transferred or turned in—later you will need to do a search for the item.
  - 5.6. Move to the next item on the list and repeat the process. Continue this procedure until all items on the list have been inventoried.
  - 5.7. Property Custodians should complete a hand receipt for assigned property down to the primary user's level. See Appendix F.
6. Once the physical inventory is completed, the Property Custodian must report any changes. The Form 02-658 "Controlled Property Inventory" is no longer required. Instead, a simple memorandum is used to report any inventory changes to the DPO, such as, additions, deletions, damaged, or missing items (Appendix A). The memorandum must include the following information:
- Date of Inventory
  - Name of Responsible Individual
  - Type of Inventory: Cyclic
  - For each item reported:
    - Type Change: Addition, Deletion, Missing, etc.
    - Item Name: CPU, monitor, fax, etc.
    - Property Control Number (if none, state "none")
    - Serial Number (if none, state "none")
    - Make
    - Model
    - Location
    - Condition: (X) scrap, (S) salvage, (P) poor, (G) good, (E) excellent, (N) new
    - Date of Purchase (for newly procured items)
    - Value (for newly procured items)

7. If the inventory is completed and no changes are necessary (100% accountability achieved), the Property Custodian forwards a memorandum to the DPO that contains the following:
  - Date of Inventory
  - Type of Inventory: Cyclic
  - Result: 100%
  - Changes: None.

Note: The Property Custodian forwards the completed inventory change memorandum and annotated inventory listing to the DPO.

8. If there are any missing or damaged items, the Property Custodian must initiate a Form 02-627 "Lost-Stolen-Damaged Property Review".
9. The DPO reviews the inventory change memorandum.
  - 9.1. The DPO checks to see if all items on the inventory listing have been annotated.
  - 9.2. If the phrase "PCN Required" appears on the listing, the DPO determines if the items (s) require PCN decals and responds accordingly.
  - 9.3. The DPO ensures that all changes are entered into the state inventory as required.
  - 9.4. The DPO notes any missing or damage items and ensures that the Property Custodian has initiated any Form 02-627.
  - 9.5. The DPO retains the inventory change memorandum, returns a copy to the Property Custodian, and faxes a copy to the Property Management Office at (907) 278-0352, or (907) 278-4976. The DPO also provides an information copy of the final inventory results to each respective Division Director.
10. The Property Manager (PM) reviews the completed inventory change memorandum and forwards it to the State Property Disposal Officer.
11. The State Property Disposal Officer enters the following information into the inventory control log:
  - Date of Inventory
  - Type of Inventory: Cyclic
  - Next cyclic inventory date as scheduled by the department
12. If the cyclic inventory completes the 100% fiscal requirement for the department, the State Property Disposal Officer will enter "Completes FY\_\_" in the inventory control log.

## ***Annual Inventory Procedures***

All annual inventories must be scheduled. If preferred, the DPO may schedule and conduct an annual inventory when it best suits that department's workload, as long as the inventory is completed before June 1<sup>st</sup> of the respective fiscal year. Once the DPO determines the annual inventory dates, the DPO must forward a copy of the inventory schedule to the Property Manager.

### **The Annual Inventory procedures are as follows:**

1. The DPO notifies Property Custodians of the date of the annual inventory and the procedures that will be used. Because the annual inventory is a comprehensive, 100% inventory procedure, it will require more coordination and time to accomplish. DPO's should schedule annual inventories accordingly.
2. The DPO requests an inventory printout, by section, and distributes the printouts to each respective custodian.
3. The DPO freezes property transactions department-wide while the annual inventory is occurring. All pending transactions are placed in a hold file and processed after the inventory is finished.
4. The Property Custodians make arrangements with their respective sections to ensure that responsible individuals will be available for the inventory as scheduled.
5. It is important to note that the Property Custodian records any unlisted property discovered during the inventory that meets the criteria on page 2.
6. The Property Custodians check each item against the inventory list
  - 6.1. Look for the item's Property Control Number (PCN), or manufacturer's serial number. The PCN is a state generated gold and blue decal printed with a number. Sometimes, the decal cannot be adhered to the item. When that occurs, the PCN is hand-etched or printed onto the item.
  - 6.2. Compare the PCN of each item against the inventory listing—because the PCN is the number used to identify the item in the property control system, both must match. When an item does not have a PCN, often it will be listed by serial number. If the item's identifying numbers match, place a check mark beside the item on the inventory list. Note any changes to condition or serviceability (broken, missing parts, damaged, etc).
  - 6.3. If the item is not identified on the inventory list, note what the item is, its PCN, make, model, serial number, general condition and location. You will have to check later to see if it is a loaned or newly acquired item. It may also be a component of a set and the set was listed as a different item.
  - 6.4. The Property Custodian may find an item that does not have a PCN decal or etching, but he or she thinks that it should. The Property Custodian simply enters the item on the inventory list with complete description and annotates "PCN Required". The DPO will determine whether or not the item requires a PCN.

- 6.5. If the item cannot be found, enter "Missing" beside the item on the inventory list. Check with the responsible individual to see if the item was transferred or turned in—later you will need to do a search for the item.
- 6.6. Move to the next item on the list and repeat the process. Continue this procedure until all items on the list have been inventoried.
- 6.7. Property Custodians should complete a hand receipt for assigned property down to the primary user's level. See Appendix F.
7. Once the physical inventory is completed, the Property Custodian must report any changes. The Form 02-658 "Controlled Property Inventory" is no longer required. Instead, a simple memorandum is used to report any inventory changes to the DPO, such as, additions, deletions, damaged, or missing items (Appendix A). The memorandum must include the following information:
  - Date of Inventory
  - Name of Responsible Individual
  - Type of Inventory: Annual
  - For each item reported:
    - Type Change: Addition, Deletion, Missing, etc.
    - Item Name: CPU, monitor, fax, etc.
    - Property Control Number (if none, state "none")
    - Serial Number (if none, state "none")
    - Make and Model
    - Location
    - Condition: (X) scrap, (S) salvage, (P) poor, (G) good, (E) excellent, (N) new
    - Date of Purchase (for newly procured items)
    - Value (for newly procured items)
8. If the inventory is completed and no changes are necessary (100% accountability achieved), the Property Custodian forwards a memorandum to the DPO that contains the following:
  - Date of Inventory
  - Type of Inventory: Annual
  - Result: 100%
  - Changes: None.The Property Custodian forwards the completed inventory change memorandum and annotated inventory listing to the DPO.
9. If there are any missing or damaged items, the Property Custodian must initiate a Form 02-627 "Lost-Stolen-Damaged Property Review".
10. The DPO reviews the inventory change memorandum.

- 10.1. The DPO checks to see if all items on the inventory listing have been annotated.
  - 10.2. If the phrase "PCN Required" appears on the listing, the DPO determines if the items (s) require PCN decals and responds accordingly.
  - 10.3. The DPO ensures that all changes are entered into the state inventory as required.
  - 10.4. The DPO notes any missing or damage items and ensures that the Property Custodian has initiated any Form 02-627.
  - 10.5. The DPO retains the inventory change memorandum, returns a copy to the Property Custodian, and faxes a copy to the Property Management Office at (907) 278-0352, or (907) 278-4976. The DPO also provides an information copy of the final inventory results to each respective Division Director.
11. The Property Manager (PM) reviews the completed inventory change memorandum and forwards it to the State Property Disposal Officer.
  12. The State Property Disposal Officer enters the following information into the inventory control log:
    - Date of Inventory
    - Type of Inventory: Annual
    - Next annual inventory date as scheduled by the department

## ***After the Inventory***

Once an inventory is finished, the work has not stopped for the Property Custodian and Departmental Property Officer. Normally, several things need to be addressed: excess, damaged, or missing items, and physical security.

### Excess Items

The Property Custodian identifies any excess property discovered during the inventory for possible turn-in or transfer. Excess property is property that is above current or projected needs. The Property Custodian initiates a Form 02-622 "Property Transfer Authorization Request" (TAR) listing the excess property and forwards the form to the DPO.

1. The DPO determines whether or not the reported excess can be used within the department of offset any known shortages.
2. If shortages exist, the DPO will direct an intra-departmental transfer of the items.
3. If the excess is not suitable to fill existing departmental shortages, the DPO forwards the TAR to the Property Manager for final disposition.

### Damaged or Missing Items

The Property Custodian identifies any damaged items or missing items discovered during the inventory on a Form 02-627 "Lost-Stolen-Damaged Property Review".

1. The Property Custodian conducts an informal investigation regarding the damaged or missing item. The basic who, what, when, where, and how, should be explained.
2. If any damaged items are economically repairable, the Property Custodian coordinates with the responsible individual for its repair. Items that cannot be repaired are reported to the DPO on a Form 02-610 "Property Salvage Destruction Request".

### Physical Security

During the inventory, the Property Custodian may note shortcomings in physical security procedures. Poor physical security may have contributed to a loss to inventory by damage or theft. The Property Custodian should identify any physical security concerns to the responsible individual, the individual's immediate supervisor, and the DPO. The DPO is responsible for educating supervisors and custodians on good physical security practices.

***Property Management Office Points of Contact***

Property Manager

Rob Spoo  
Ofc: (907) 257-9632  
Fax: (907) 278-0352  
Email: rob\_spoo@admin.state.ak.us

State Property Disposal Officer

Jim Jobkar  
Ofc: (907) 257-9627  
Fax: (907) 278-0352  
Email: jim\_jobkar@admin.state.ak.us

## **Glossary**

**Controlled Property:** All non-expendable personal property owned by or under the control of the State, or any agency of the State. Controlled items are recorded in the State's Property Control System under guidelines contained in the Property Control Manual (contact DPO).

**Optional Property:** Personal Property identified by a Department for listing in the State's Property Control System that does not meet the mandatory requirements of Controlled or Sensitive Property.

**PCN (Property Control Number):** The number used by the State for identifying controlled or sensitive property in the State Property Control System. Obtained from Departmental Property Officers.

**Personal Property:** Personal property is all property other than real property (land, facilities, etc) and records or files.

**Real Property:** Land and interests in land, to include buildings, piers, docks, warehouses, rights-of-way and basements, utility systems, and all other improvements permanently attached and ordinarily regarded as real estate. This does not include machinery, equipment, or fixed signal communication systems that may be removed without harming the usefulness and integrity of the structure.

**Sensitive Property:** Personal Property that requires control due to increased risk of pilferage, theft, or other special implications, such as, communications equipment and firearms, regardless of value.

# MEMORANDUM

# STATE OF ALASKA

Department of Administration  
Division of General Services  
[office/section here]

**TO:** Will B. Tired  
Departmental Property Officer

**DATE:** 12/28/99

**THRU:**

**TELEPHONE NO:** 269-1111

**FROM:** I.M. Busy  
Property Custodian

**SUBJECT:** Inventory Change  
Memorandum

- 1. Date of Inventory: 12/24/99
- 2. Responsible Individual: I.M. Busy
- 3. Type of Inventory: Annual
- 4. Changes:

Type Change: Add  
 Item Name: CPU Pent III  
 Property Control Number: 02-345967  
 Serial Number: LA-2347-6  
 Make and Model: Compaq Deskpro  
 Location: Bldg 703, Rm 2, Juneau  
 Condition: N  
 Date of Purchase: 11/30/99  
 Value: \$2456.00

***Remember: Provide a copy of  
 this memorandum to the  
 Property Management Office:***

***Attn: Property Manager***

Type Change: Delete  
 Item Name: Copier  
 Property Control Number: 02-421900  
 Serial Number: 754-4526LBQ  
 Make and Model: Xerox 35L  
 Location: Sent to Surplus 6/12/99  
 Condition: P  
 Date of Purchase: n/a  
 Value: n/a

\*\* Last Item\*\*

# MEMORANDUM

# STATE OF ALASKA

Department of Administration  
Division of General Services  
[office/section here]

**TO:** Will B. Tired  
Departmental Property Officer

**DATE:** 12/28/99

**THRU:**

**TELEPHONE NO:** 269-1111

**FROM:** I.M. Busy  
Property Custodian

**SUBJECT:** Inventory Change  
Memorandum

- 
1. Date of Inventory: 12/24/99
  2. Responsible Individual: I.M. Busy
  3. Type of Inventory: Annual
  4. Changes: None.

*Remember: Provide a copy of  
this memorandum to the  
Property Management Office:  
Attn: Property Manager*



STATE OF ALASKA  
**LOST-STOLEN-DAMAGED PROPERTY REVIEW**  
 (See State Property Manual, Chapter VI for instructions)

NO. 286633

1. Department		2. Division		3. Section		4. Date	
5. Property Location			6. Check One <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Damaged, repairable <input type="checkbox"/> Destroyed			7. Police Notified <input type="checkbox"/> Yes, attach report <input type="checkbox"/> No, explain in 13	
8. Serial No.		9. Description				10. Class Code	
11. Tag No.						12. Value \$	
13. Circumstances (Include names of witnesses):							
Signature of Custodian				Printed Name & Title			Date

**COMPLETE 14-18 AND EXPLAIN ACTION TAKEN**

14. I certify that, to the best of my knowledge, the above is true and correct:

Negligence apparent:  
 If yes, has disciplinary action been taken?

Explain precautions taken to safeguard state property.

Signature of Immediate Supervisor		Printed Name & Title		Date	
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15. I  concur     do not concur with the above findings and action taken.  
 RECOMMENDATIONS:

Signature of Division Director		Printed Name & Title		Date	
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**REPORT OF REVIEW**

16. Above findings  are     are not consistent with State and Department policies  
 RECOMMENDATIONS:

Item  will     will not remain in service (for damaged items only).

Signature of Dept. Property Officer		Printed Name & Title		Date	
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17. I  concur     do not concur with the above findings and/or authorize that action be taken as recommended.  
 RECOMMENDATIONS:

Signature of Commissioner or Designee		Printed Name & Title		Date	
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18. I  concur     do not concur with the above findings; item  will     will not be dropped from inventory.  
 RECOMMENDATIONS:

Signature of State Property Manager		Printed Name & Title		Date	
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**Property Control System**  
Sensitive Items Class Codes

Class Code	Description	
<b>Sensitivity Code: A</b>		
0870	BOOK ALASKA STATUTES 12 VOL	+A+
0880	BOOK RULES COURT OF ALASKA	+A+
2079	RECORDER VIDEOTAPE CASSETTE (VCR)	+A+
2088	TELEPHONE, CELLULAR	+A+
2093	TELEPHONE CORDLESS	+A+
2203	BICYCLE	+A+
2403	ALIDADE GENERAL	+A+
2642	TESTER, ASBESTOS	+A+
2822	COAST GUARD REQUIRED EQUIPMENT	+A+
4015	COUNTER, AIRBORNE PARTICLE	+A+
4301	ALARMS GENERAL	+A+
4310	DISPOSAL BOMB	+A+
4326	GUN SOUND ONLY	+A+
4327	GUN REVOLVER S&W MDL 28	+A+
4328	GUN REVOLVER S&W MDL 28-2	+A+
4329	GUN REVOLVER S&W MDL 19	+A+
4330	GUN CAPTURE	+A+
4331	GUN REVOLVER S&W MDL 19-2	+A+
4332	GUN LINE THROWING	+A+
4333	GUN REVOLVER S&W MDL 19-3	+A+
4334	GUN MACHINE GUN GENERAL	+A+
4335	GUN REVOLVER GENERAL	+A+
4336	GUN REVOLVER S&W MDL 10	+A+
4337	GUN RIFLE & CARBINE	+A+
4338	GUN REVOLVER S&W MDL 19-4	+A+
4339	GUN SHOTGUN	+A+
4340	GUN REVOLVER S&W MDL 36	+A+
4341	GUN REVOLVER S&W MDL 66	+A+
4343	SURVEILLANCE EQUIPT	+A+
4344	GUN REVOLVER S&W MDL 686	+A+
4345	GUN PISTOL AUTOMATIC	+A+
4351	GUN TEARGAS	+A+
4352	PEPPER FOGGER	+A+
4371	VISION TESTER	+A+
4382	POLYGRAPH GENERAL	+A+
4385	RIFLE 105MM RECOILESS	+A+
5560	METER POSTAGE RENTAL	+A+
5593	VALIDATOR	+A+
5910	CAMCORDER, VIDEO	+A+
634J	TRAILER GENERATOR	+A+
8510	DISPLAY BIRD	+A+
851A	BIOLOGICAL BOTANICAL	+A+
851B	BIOLOGICAL ZOOLOGICAL	+A+
8525	FLAGS (HISTORICAL)	+A+
852A	ETHNOLOGICAL ESKIMO	+A+
852B	ETHNOLOGICAL NORTHWEST COAST	+A+
852C	ETHNOLOGICAL INTERIOR INDIANS	+A+
852D	ETHNOLOGICAL UNIDENTIFIED ALASKAN	+A+

**Property Control System**  
Sensitive Items Class Codes

Class Code	Description
852E	ETHNOLOGICAL EDUCATIONAL MATERIAL +A+
852F	ETHNOLOGICAL ALEUT +A+
8533	ARTIFACTS ON LOAN TO STATE +A+
853A	HISTORICAL OTHER +A+
853M	HISTORICAL MEMORABILIA +A+
853R	HISTORICAL RUSSIAN +A+
8541	ART ORIGINAL CERAMICS +A+
8546	ART ORIGINAL MASKS +A+
8549	ART ORIGINAL SCULPTURE +A+
8550	ART ORIGINAL PHOTOGRAPHY +A+
8551	ART ORIGINAL PRINTMAKING +A+
8554	ART ORIGINAL DRAWINGS +A+
8555	ART ORIGINAL PICTURES +A+
8556	ART ORIGINAL PAINTINGS +A+
8557	ART ORIGINAL WOODCUT +A+
855A	GRAPHICS PAINTINGS/SCULPTURES +A+
855B	GRAPHICS MAPS/CHARTS (MUESUM) +A+
855C	GRAPHICS PHOTOS (MUSEUM) +A+
855D	CRAFT (MUSEUM) +A+
8560	ART ORIGINAL FIBER/FABRIC +A+
856A	UNCATALOGED ITEMS (MUSEUM) +A+
8579	ART ORIGINAL MIXED MEDIA +A+
8580	ART TRADITIONAL NATIVE +A+
9001	CHARGER RADIO PLANT +A+
9011	RADIO VEHICLE (IN AIRCRAFT FREQ) +A+
9040	RADIO MICROWAVE +A+
9070	RADIO MOBILES +A+
9071	RADIO TRANSCEIVER MOBILE HF +A+
9073	RADIO TRANSCEIVER MOBILE LOW BAND +A+
9074	RADIO TRANSCEIVER MOBILE HIGH BAND +A+
9075	RADIO TRANSCEIVER MOBILE UHF +A+
9076	RADIO TRANSCEIVER MOBILE TELEPHONE +A+
9081	RADIO TRANSCEIVER PORTABLE HF +A+
9082	RADIO TRANSCEIVER PORTABLE CB +A+
9083	RADIO TRANSCEIVER PORTABLE LOW BAND +A+
9084	RADIO TRANSCEIVER PORTABLE HIGH BAND +A+
9085	RADIO TRANSCEIVER PORTABLE UHF +A+
9091	PAGER LOW BAND +A+
9092	PAGER HIGH BAND +A+
9093	PAGER UHF +A+
9101	REMOTE CONTROL DC +A+
9102	REMOTE CONTROL TONE +A+
9103	REMOTE CONTROL ENCODER PAGING +A+
9111	CONSOLE MULTI-CHANNEL DESKTOP +A+
9132	RADAR AST MOVING +A+
9140	RADIO RECEIVER SCANNER +A+
9141	RECEIVER HF +A+
9142	RECEIVER LOW BAND +A+
9143	RECEIVER HIGH BAND +A+

**Property Control System**

## Sensitive Items Class Codes

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Class Code	Description
9144	RECEIVER UHF +A+
9152	FATHOMETER (DEPTH FINDER) +A+
9154	RADIO MARINE VHF+A+
9161	SHOP TEST EQUIPMENT, ELECTRONIC +A+
9162	LAB EQUIPMENT, ELECTRONIC +A+
9177	TELE-CONFERENCE EQUIPMENT +A+
9254	MULTIMETER +A+
9901	OIL SPILL EQUIPMENT+A+

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**Number of Code A Items: 105**

**Property Control System**  
Sensitive Items Class Codes

Class Code	Description
<b>Sensitivity Code: B</b>	
0177	SOUNDING DEVICE, MIGR.BIRD CONTROL+B+
1115	CLEANER VACUUM INDUSTRIAL +B+
1116	CLEANER VACUUM BACKPACK +B+
1117	CUTTER BRUSH POWERED PORTABLE +B+
1127	FLOOR MAINTENANCE EQUIPMENT +B+
1158	MOWER LAWN POWERED +B+
1161	LAWN MOWER ATTACHMENTS, GENERAL +B+
1320	RAMSET FASTENER VELOCITY +B+
1330	JOINTER POWER WOODWORKING +B+
1339	NAILER POWERED +B+
1355	ROUTER HAND ELECTRIC +B+
1361	SANDER BELT +B+
1371	SANDER DISK VIBRATOR +B+
1378	SAW CHAIN POWERED +B+
1379	SAW POWERED HAND +B+
1380	SAW TABLE +B+
1384	SAW JIG +B+
1387	SAW SABRE ELECTRIC +B+
1388	SAW ARBOR +B+
1392	SAW RADIAL ARM +B+
1395	SAW TRIM +B+
1964	HAMMER HYDR PORTABLE +B+
1965	HAMMER ELECTRIC +B+
1966	HAMMER PNEUMATIC +B+
1967	HAMMER ROTORY +B+
1980	SAW PNEUMATIC +B+
1982	SCALER NEEDLE PNEUMATIC +B+
2017	DETECTOR METAL ELECTRONIC +B+
2042	TAPE DECK PLAYER +B+
2077	CAMERA TV/VIDEO +B+
2083	RECEIVER TV MONITOR +B+
2084	VIDEO PLAYBACK ONLY UNIT +B+
2086	LOUDSPEAKER +B+
2087	TELEPHONE ANSWERING DEVICE +B+
2091	TELEPHONE COMPONENT +B+
2092	TELEPHONE DIALER AUTOMATIC +B+
2094	TELEPHONE DESK SET +B+
2099	ELECTRONIC EQUIPMENT GENERAL +B+
2214	EXERCISE EQUIPMENT - GENERAL+B+
2446	LEVEL +B+
2447	LEVEL PRECISE +B+
2448	LEVEL DUMPY +B+
2450	LEVEL TILTING +B+
2451	LEVEL SELF LEVELING +B+
2452	LEVEL WYE +B+
2453	LEVEL SURVEYORS TOPOGRAPHICAL +B+
2492	TABLE DRAFTING +B+

**Property Control System**  
Sensitive Items Class Codes

Class Code	Description	
2605	METER VOLT/OHM	+B+
2615	TESTER AUTO	+B+
2618	TESTER CABLE	+B+
2619	GENERATOR TONE	+B+
2623	ANALIZER BRAKE/ACCELERATION SYS	+B+
2627	HYDRAULIC TESTING KIT	+B+
2630	TESTER ELECTRONIC GENERATOR	+B+
2635	TESTER ELECTRONIC PARTS	+B+
2637	TESTER ELECTRONIC PERFORMANCE	+B+
2643	TESTER INSULATION	+B+
2646	TESTER MOTOR ROTATION	+B+
2648	TESTER SONIC	+B+
2650	TESTER WATER	+B+
2661	WATTMETER	+B+
2699	TEST EQUIPMENT GENERAL	+B+
2802	BREATHING EQUIPMENT AIR PAC	+B+
2899	FIREFIGHTING EQUIP GENERAL	+B+
3107	CLEANER VACUUM HOUSEHOLD	+B+
3115	DRYER CLOTHES	+B+
3140	DISHWASHER ELECTRIC	+B+
3153	RANGE COOKING HOUSEHOLD GENERAL	+B+
3170	STEREOPHONIC EQUIPMENT	+B+
3175	TELEVISION SET	+B+
3190	WASHER CLOTHES HOUSEHOLD	+B+
3195	WASHER DRYER COMB HOUSEHOLD	+B+
3199	APPLIANCE HOUSEHOLD GENERAL	+B+
3506	HEATER AIRPLANE	+B+
3519	HEATER SPACE	+B+
3619	HOIST RATCHET TYPE	+B+
3620	HOIST CHAIN HAND	+B+
3621	HOIST POWERED	+B+
3641	WINCH HAND	+B+
3713	CHAIR TREATMENT & SPECIAL TYPES	+B+
3751	LAERDAL SUCTION UNIT	+B+
4017	CALIBRATION STANDARD GENERAL	+B+
4257	WASHER COMMERCIAL LAUNDRY	+B+
4323	COUNTER TRAFFIC	+B+
4388	SCOPE RIFLE	+B+
4389	SCOPE SPOTTING	+B+
4398	VEST BULLET PROOF	+B+
4420	GENERATOR GAS	+B+
4625	TESTER FIELD DENSITY	+B+
4650	METER AIR	+B+
4657	OVEN GENERAL	+B+
4675	SAW MASONRY	+B+
4676	SCALE GENERAL	+B+
4681	SPLITTER SOIL	+B+
4701	CHARGER BATTERY	+B+

**Property Control System**  
Sensitive Items Class Codes

Class Code	Description
4704	BOX ROLLAWAY TOOL +B+
4731	DRILL POWERED +B+
4742	GAUGE MICROMETER+B+
4746	GRINDER BENCH OR PEDESTAL +B+
4747	GRINDER HAND +B+
4748	JACK HYDRAULIC +B+
4749	WISE +B+
4750	JACK SPECIAL PURPOSE LIFTS +B+
4761	METER VOLT GARAGE TYPE +B+
4766	PORTA POWER +B+
4779	GARAGE/SHOP EQUIPMENT GENERAL... +B+
4785	TOOL SET ENCASED +B+
4793	TORQUEOMETER WRENCH & DRIVER +B+
4799	WRENCH IMPACT TOOL +B+
4804	NAVIGATION EQUIPMENT +B+
5126	JACK TRANSMISSION +B+
5456	PRINTER CALCULATOR ACTIVATED +B+
5515	CALCULATOR ELECTRONIC DESK TOP +B+
5516	CALCULATOR ELECTRONIC HAND HELD +B+
5532	FOLDER PAPER +B+
5533	TRANSCRIBER TAPE +B+
5534	RECORDER CASSETTE (AUDIO) +B+
5537	TRANSCRIBER GENERAL +B+
5538	DICTATING MACHINE +B+
5540	BINDER BOOK +B+
5542	DUPLICATOR PRINTING +B+
5543	DUPLICATOR COPYING WET PROCESS +B+
5544	DUPLICATOR COPYING DRY PROCESS +B+
5572	STAPLER POWERED +B+
5581	TYPEWRITER SELECTRIC II +B+
5587	CLOCK WATCHMANS +B+
5588	TIME & DATE STAMP ELECTRIC +B+
5589	TYPEWRITER SELECTRIC +B+
5590	TYPEWRITER ELECTRIC +B+
5591	TYPEWRITER MANUAL +B+
5592	TYPEWRITER PORTABLE +B+
5618	DESK GENERAL +B+
5619	DESK EXECUTIVE CONFERENCE +B+
5621	DESK EXECUTIVE +B+
5622	DESK WITH TYPING STATION +B+
5623	DESK TYPIST +B+
5631	SAFE GENERAL +B+
5650	CABINET FIREPROOF +B+
5652	BANK BAG +B+
5911	CAMERA POLAROID +B+
5914	CAMERA GENERAL +B+
5935	PROJECTOR GENERAL +B+

**Property Control System**  
Sensitive Items Class Codes

Class Code	Description
5936	LENS PHOTOGRAPHIC +B+
5942	READER/SCANNER, BARCODES+B+
5999	PHOTO EQUIPMENT GENERAL +B+
6000	COMPUTER SOFTWARE DATABASES +B+
6001	COMPUTER SOFTWARE ENGINEERING +B+
6002	COMPUTER SOFTWARE GRAPHICS +B+
6003	COMPUTER SOFTWARE SPREADSHEETS +B+
6004	COMPUTER SOFTWARE WORDPROCESSING +B+
6005	COMPUTER SOFTWARE UTILITIES +B+
6006	COMPUTER SOFTWARE 3270 EMULATOR +B+
6007	COMPUTER COMPAQ PC & COMPONENTS +B+
6009	MONITOR COMPUTER OR WORD PROCESS +B+
6010	COMPUTER, APPLE PC & COMPONENTS +B+
6011	COMPUTER IBM PC & COMPONENTS +B+
6012	SOFTWARE IBM TEXTPACK +B+
6013	COMPUTER HARDWARE +B+
6014	COMPUTER SOFTWARE +B+
6021	COMPUTER UNISYS PC & COMPONENTS +B+
6025	COMPUTER TEXTRONIX & COMPONENTS +B+
6026	COMPUTER HEWLETT-PACKARD & COMPONENTS +B+
6027	COMPUTER DATACOPPIER/SCANNER +B+
6033	COMPUTER, LAPTOP +B+
6040	COMPUTER DISK DRIVES +B+
6045	COMPUTER KEYBOARD +B+
6051	MODEM ACOUSTIC COUPLER +B+
6052	MODEM 300 TO 2400 BPS +B+
6053	MODEM 4800 TO 9600 BPS +B+
6063	COMPUTER PRINTER +B+
6083	COMPUTER CRT/DISPLAY +B+
6115	PUMP CENTRIFUGAL POWERED PORTABLE +B+
6199	PUMP GENERAL +B+
6474	OVEN MICROWAVE +B+
6520	RESUSCITATOR +B+
6522	BREATHING APPARATUS +B+
6570	FLOAT COAT +B+
6599	RESCUE EQUIPMENT GENERAL +B+
6815	WELL SOUNDER, ELEC. TAPE +B+
6835	SCALE POSTAL +B+
7601	PARKA +B+
7605	BAG SLEEPING +B+
7690	TENT MOUNTAIN +B+
7691	TENT PUP +B+
7693	TENT WALL +B+
854A	GEOLOGICAL ROCKS +B+
854B	GEOLOGICAL MINERALS +B+
854C	GEOLOGICAL FOSSILS +B+
854D	GEOLOGICAL MANMADE +B+
9010	RADIO AIRCRAFT +B+
9072	RADIO TRANSCEIVER MOBILE CITIZEN BAND +B+

**Number of Code B Items: 191**

<b>PROPERTY HAND RECEIPT</b>							<b>H/R NO:</b>			
<b>FROM:</b>				<b>TO:</b>						
ITEM NO.	DESCRIPTION		COND	U/I	QTY	A	B	C	D	
		PCN								
		SN								
		PCN								
		SN								
		PCN								
		SN								
		PCN								
		SN								
		PCN								
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		SN								
		PCN								
		SN								
		PCN								
		SN								
		PCN								
		SN								

**KEY:**  
Condition Codes: (P) Poor, (G) Good, (E) Excellent, (N) New

Page    of    Pages

<b>PROPERTY HAND RECEIPT</b>							<b>H/R NO: 7</b>					
<b>FROM:</b> I.M. Busy, Property Custodian Purchasing, DGS, DOA				<b>TO:</b> John Smith Purchasing, DGS, DOA Rm 214, SOB, Juneau								
ITEM NO.	DESCRIPTION		COND	U/I	QTY	A	B	C	D			
1	Computer, Dell D4000, Pent II, 450 Mhz	PCN 10800022	N	EA	1	1						
		SN 38DEC2001										
2	Monitor, Sony Multi-scan 28CT	PCN 12704001	N	EA	1	1						
		SN 75Z89-5										
3	Safe, 4-drawer, combination	PCN 32900562	G	EA	1	/						
		SN 2A-8-BZ1										
4	Safe, 3-drawer, combination touch key	PCN 24397121	N	EA	/	1						
		SN 318-A2319-1										
		PCN										
		SN										
		PCN										
		SN										
		PCN										
		SN										
		PCN										
		SN										
		PCN										
		SN										
<b>EXAMPLE</b>												
		PCN										
		SN										
		PCN										
		SN										
		PCN										
		SN										
		PCN										
		SN										
<b>KEY:</b> Condition Codes: (P) Poor, (G) Good, (E) Excellent, (N) New							John M. Smith 1/2/98			John M. Smith 1/7/99		

**Instructions for completing the Property Hand Receipt Form (refer to the example on page F-2):**

**H/R NO:** = The Property Custodian assigns each hand receipt (H/R) a unique number for tracking purposes. The numbers are sequential: 1,2,3,4, etc.

**FROM:** = The Property Custodian enters the relevant information as shown in the example.

**TO:** = The Property Custodian enters the information regarding the primary user including the general location of the items on the hand receipt (e.g, Rm 214, SOB, Juneau).

**ITEM NO.** = Enter an item number for each entry on the hand receipt following number sequence 1, 2, 3, 4, etc.

**DESCRIPTION** = Enter a good identifying description of the item (what it is, make, model, etc). If the hand receipt items are in multiple locations, identify those locations in the description block also.

**PCN** = Enter the item's assigned Property Control Number. If none, leave blank.

**SN** = Enter the item's Serial Number. If none, leave blank.

**COND** = Enter the item's overall condition code.

**U/I** = Unit of Issue. Enter whether the item is issued as EA (Each), SET (Set), PR (Pair), SYS (System), etc.

**QTY** = Enter the quantity issued, 1, 2, 3, 4, etc. This example shows that a quantity of one each was entered for Item Numbers 1, 2, and 3, on 1/2/98

**A, B, C, D** = These columns are used to record subsequent changes to the primary user's hand receipt. In this example, the entries in Column A show that the Property Custodian carried Item Numbers 1 & 2 over, removed Item Number 3 from the hand receipt, and added Item Number 4, on 1/7/99.

**/-----/** = Used to block off last entry in "quantity columns" on last page of hand receipt in preparation for signature.

**Page \_\_\_ of \_\_\_ Pages:** Custodian fills in the number of pages to the hand receipt.

Lastly, primary user signs and dates form in the appropriate "quantity columns", as shown, on the last page of his or her hand receipt.

Copy provided to primary user.

Original retained by Property Custodian for records use.