

STATE OF ALASKA
Department of Administration
Division of General Services
Property Management Office

PROPERTY GUIDE

PHYSICAL INVENTORY PROCEDURES

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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 on 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, FOB final destination, regardless of the funding source or means of acquisition.
Note: Shipping costs are calculated only for the first destination in Alaska. 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.*

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 1st 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 1st 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.
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 to 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

Jim Jobkar
Ofc: (907) 257-9632
Fax: (907) 278-0352
Email: jim_jobkar@admin.state.ak.us

State Property Disposal Officer

Jim Manco
Ofc: (907) 257-9627
Fax: (907) 278-0352
Email: jim_manco@admin.state.ak.us

Where to Obtain Property Forms and Property Control Number Decals

Forms

Department Property Officers are responsible for obtaining stocks of property forms for their departments. The new automated State Inventory and Property Control System (SIPCS) is projected to be ready for use by the end of 4th quarter, FY 2000. It will do away with these forms, so DPO's should not order an over abundance of the property forms. Order forms from the Division of General Services. See their on-line forms catalog for the mailing address, ordering criteria, etc. See page 6 for a more central grouping of the property-related forms:

<http://www.state.ak.us/local/akpages/ADMIN/dgs/dupserv/home.htm>

Property Control Number (PCN) Decals

Department Property Officers are responsible for obtaining stocks of PCN decals for their departments. Order PCN decals also from the Division of General Services catalog. They are listed, albeit confusingly, as "Controlled Numbered Property Tags", on page 5.

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

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**

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

Attn: Property Manager

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 | | Date |
| Printed Name & Title | | Date |
| 15. I <input type="checkbox"/> concur <input type="checkbox"/> do not concur with the above findings and action taken. RECOMMENDATIONS: | | |
| Signature of Division Director | | Date |
| Printed Name & Title | | Date |

REPORT OF REVIEW

| | | |
|---|--|------|
| 16. Above findings <input type="checkbox"/> are <input type="checkbox"/> are not consistent with State and Department policies RECOMMENDATIONS: | | |
| Item <input type="checkbox"/> will <input type="checkbox"/> will not remain in service (for damaged items only). | | |
| Signature of Dept. Property Officer | | Date |
| Printed Name & Title | | Date |
| 17. I <input type="checkbox"/> concur <input type="checkbox"/> do not concur with the above findings and/or authorize that action be taken as recommended. RECOMMENDATIONS: | | |
| Signature of Commissioner or Designee | | Date |
| Printed Name & Title | | Date |
| 18. I <input type="checkbox"/> concur <input type="checkbox"/> do not concur with the above findings; item <input type="checkbox"/> will <input type="checkbox"/> will not be dropped from inventory. RECOMMENDATIONS: | | |
| Signature of State Property Manager | | Date |
| Printed Name & Title | | Date |

Property Control System
Sensitive Items Class Codes

Sensitivity Code A

| <u>ClassCode</u> | <u>Description</u> |
|------------------|-----------------------------------|
| 0880 | BOOK RULES COURT OF ALASKA |
| 1234 | TEST |
| 2079 | RECORDER VIDEOTAPE CASSETTE (VCR) |
| 2093 | TELEPHONE CORDLESS |
| 2203 | BICYCLE |
| 2403 | ALIDADE GENERAL |
| 2642 | TESTER, ASBESTOS |
| 2822 | COAST GUARD REQUIRED EQUIPMENT |
| 4015 | COUNTER, AIRBORNE PARTICLE |
| 4301 | ALARMS GENERAL |
| 4310 | DISPOSAL BOMB |
| 4326 | GUN SOUND ONLY |
| 4327 | GUN REVOLVER S&W MDL 28 |
| 4328 | GUN REVOLVER S&W MDL 28-2 |
| 4329 | GUN REVOLVER S&W MDL 19 |
| 4330 | GUN CAPTURE |
| 4331 | GUN REVOLVER S&W MDL 19-2 |
| 4332 | GUN LINE THROWING |
| 4333 | GUN REVOLVER S&W MDL 19-3 |
| 4334 | GUN MACHINE GUN GENERAL |
| 4335 | GUN REVOLVER GENERAL |
| 4336 | GUN REVOLVER S&W MDL 10 |
| 4337 | GUN RIFLE & CARBINE |
| 4338 | GUN REVOLVER S&W MDL 19-4 |
| 4339 | GUN SHOTGUN |
| 4340 | GUN REVOLVER S&W MDL 36 |
| 4341 | GUN REVOLVER S&W MDL 66 |
| 4343 | SURVEILLANCE EQUIPT |
| 4344 | GUN REVOLVER S&W MDL 686 |
| 4345 | GUN PISTOL AUTOMATIC |
| 4346 | GUN GUN REVOLVER GLOCK, MDL 22 |
| 4347 | GUN REVOLVER GLOCK, MDL 23 |
| 4348 | GUN PISTOL GLOCK MDL.27 |
| 4349 | GUN PISTOL GLOCK MDL.22 |
| 4351 | GUN TEARGAS |
| 4352 | PEPPER FOGGER |
| 4371 | VISION TESTER |
| 4382 | POLYGRAPH GENERAL |
| 4385 | RIFLE 105MM RECOILESS |
| 5560 | METER POSTAGE RENTAL |
| 5593 | VALIDATOR |
| 5910 | CAMCORDER, VIDEO |
| 5912 | CAMERA, DIGITAL |
| 5915 | CAMCORDER, DIGITAL |

| <u>ClassCode</u> | <u>Description</u> |
|------------------|-----------------------------------|
| 6009 | MONITOR COMPUTER OR WORD PROCESS |
| 6010 | COMPUTER, APPLE PC & COMPONENTS |
| 6011 | COMPUTER IBM PC & COMPONENTS |
| 6018 | COMPUTER MINI |
| 6019 | COMPUTER MICRO |
| 6020 | COMPUTER MAIN FRAME |
| 6021 | COMPUTER UNISYS PC & COMPONENTS |
| 6026 | COMPUTER, LASER PRINTER |
| 6028 | COMPUTER, NETWORK SERVER |
| 6032 | COMPUTER ROUTER |
| 6033 | COMPUTER, LAPTOP |
| 6037 | PALM COMPUTER |
| 6077 | COMPUTER PC PORTABLE |
| 6079 | COMPUTER CRT DISPLAY GRAPHIC |
| 6083 | COMPUTER CRT/DISPLAY |
| 634J | TRAILER GENERATOR |
| 8510 | DISPLAY BIRD |
| 851A | BIOLOGICAL BOTANICAL |
| 851B | BIOLOGICAL ZOOLOGICAL |
| 8525 | FLAGS (HISTORICAL) |
| 852A | ETHNOLOGICAL ESKIMO |
| 852B | ETHNOLOGICAL NORTHWEST COAST |
| 852C | ETHNOLOGICAL INTERIOR INDIANS |
| 852D | ETHNOLOGICAL UNIDENTIFIED ALASKAN |
| 852E | ETHNOLOGICAL EDUCATIONAL MATERIAL |
| 852F | ETHNOLOGICAL ALEUT |
| 8531 | HIDES ANIMAL |
| 8533 | ARTIFACTS ON LOAN TO STATE |
| 853A | HISTORICAL OTHER |
| 853M | HISTORICAL MEMORABILIA |
| 853R | HISTORICAL RUSSIAN |
| 8541 | ART ORIGINAL CERAMICS |
| 8546 | ART ORIGINAL MASKS |
| 8549 | ART ORIGINAL SCULPTURE |
| 8550 | ART ORIGINAL PHOTOGRAPHY |
| 8551 | ART ORIGINAL PRINTMAKING |
| 8554 | ART ORIGINAL DRAWINGS |
| 8555 | ART ORIGINAL PICTURES |
| 8556 | ART ORIGINAL PAINTINGS |
| 8557 | ART ORIGINAL WOODCUT |
| 855A | GRAPHICS PAINTINGS/SCULPTURES |
| 855B | GRAPHICS MAPS/CHARTS (MUESUM) |
| 855C | GRAPHICS PHOTOS (MUSEUM) |
| 855D | CRAFT (MUSEUM) |
| 8560 | ART ORIGINAL FIBER/FABRIC |
| 856A | UNCATALOGED ITEMS (MUSEUM) |
| 8579 | ART ORIGINAL MIXED MEDIA |
| 8580 | ART TRADITIONAL NATIVE |
| 9001 | CHARGER RADIO PLANT |
| 9011 | RADIO VEHICLE (IN AIRCRAFT FREQ) |

| <u>ClassCode</u> | <u>Description</u> |
|------------------|--------------------------------------|
| 9040 | RADIO MICROWAVE |
| 9070 | RADIO MOBILES |
| 9071 | RADIO TRANSCEIVER MOBILE HF |
| 9073 | RADIO TRANSCEIVER MOBILE LOW BAND |
| 9074 | RADIO TRANSCEIVER MOBILE HIGH BAND |
| 9075 | RADIO TRANSCEIVER MOBILE UHF |
| 9076 | RADIO TRANSCEIVER MOBILE TELEPHONE |
| 9081 | RADIO TRANSCEIVER PORTABLE HF |
| 9082 | RADIO TRANSCEIVER PORTABLE CB |
| 9083 | RADIO TRANSCEIVER PORTABLE LOW BAND |
| 9084 | RADIO TRANSCEIVER PORTABLE HIGH BAND |
| 9085 | RADIO TRANSCEIVER PORTABLE UHF |
| 9101 | REMOTE CONTROL DC |
| 9102 | REMOTE CONTROL TONE |
| 9103 | REMOTE CONTROL ENCODER PAGING |
| 9111 | CONSOLE MULTI-CHANNEL DESKTOP |
| 9132 | RADAR AST MOVING |
| 9140 | RADIO RECEIVER SCANNER |
| 9141 | RECEIVER HF |
| 9142 | RECEIVER LOW BAND |
| 9143 | RECEIVER HIGH BAND |
| 9144 | RECEIVER UHF |
| 9152 | FATHOMETER (DEPTH FINDER) |
| 9154 | RADIO MARINE VHF |
| 9161 | SHOP TEST EQUIPMENT, ELECTRONIC |
| 9162 | LAB EQUIPMENT, ELECTRONIC |
| 9177 | TELE-CONFERENCE EQUIPMENT |
| 9254 | MULTIMETER |
| 9901 | OIL SPILL EQUIPMENT |

Number of Code A Items: 123

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

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

Page of Pages

| PROPERTY HAND RECEIPT | | | | | | | H/R NO: 7 | | | |
|--|--|----------------|------|---|-----|---|------------------|---|---|--|
| FROM: I.M. Busy, Property Custodian Purchasing, DGS, DOA | | | | TO: 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 | / | / | | | | |
| | | SN 318-A2319-1 | | | | | | | | |
| | | PCN | | | | | | | | |
| | | SN | | | | | | | | |
| | | PCN | | | | | | | | |
| | | SN | | | | | | | | |
| | | PCN | | | | | | | | |
| | | SN | | | | | | | | |
| | | PCN | | | | | | | | |
| | | SN | | | | | | | | |
| | | PCN | | | | | | | | |
| | | SN | | | | | | | | |

EXAMPLE

John M. Smith
John M. Smith

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

Page 1 of 1 Pages

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.