

## INSTRUCTIONS FOR COMPLETING PROPERTY INVENTORY CONTROL FORMS

**SECTION 1** — To be completed only for all initial inventories, purchases, donations, or shop built qualifying inventory items.

1. Tag Number - This number will be assigned by the Inventory Control Officer at the facility. The tag number is a two alpha, ten or eleven numeric group which identifies the inventoried item. Enter:

- a. Alpha code, the first two digits of your unit's numeric identification number and a zero.
- b. Four-digit property type. This number is obtained from the Standard Inventory Classification Codes in the Standard Item Classification for Inventory and Property Control Manual.

If you cannot locate a property type that clearly identifies the item, use one that most closely identifies and give a very detailed description (see paragraph 2, Description of Property). If nothing seems to be appropriate, call the agency Property Control Officer at Finance and Accounting.

- c. The last three digits should start at 001 for each property type and proceed in sequence. Example of tag number: CD 200 3871 010 / CD 200 3871 1002
2. Description of Property - Enter brief (maximum of 60 characters) but detailed description, i.e. swivel chair with oak arms, blue fabric; Sharp calculator, model CS4187. Always use the brand name and model number of equipment as part of the description.
  3. Serial Number - Enter the number assigned by the equipment manufacturer. This number is often difficult to locate and read; however it is very important as it is positive identification for property recovery.
  4. Source Code - Enter the code from page 21 of the SICIPC Manual which identifies the primary source of the item.
  5. Cost - Enter the total dollar cost of the property. Zero cost is allowed for source code 10 or cellular phones with no cost. Donated property will be entered at fair market value.
  6. Cost Code - Enter the code from page 21 of the SICIPC Manual which identifies whether cost is known, estimated, or less than \$2,500.
  7. Purchase Date - Enter the date the facility/district/unit assumed control of the inventoried item.
  8. Unit - Enter the two digit alpha letters followed by the four digit numeric number for your unit from pages 4-7 of the SICIPC Manual. It can be followed by alpha or numeric characters for a room number or staff name. This number could also be called a location number as it is the number used to identify current location.

<u>Example:</u>	Location Only	XA1000
	Location & Building	XA1071
	Location, Building, Room	XA1071 223A

9. Agency - Enter 13100
10. Grant - Enter the applicable federal grant number if federal funds or state match monies were used to purchase the item.

11. Claim Number - Enter if known. Inventory forms are to be submitted with invoices for payment or sent directly to the agency Property Control Officer at Finance and Accounting. The agency Property Control Officer will enter the claim number if submitted with the invoice.
12. Claim Year - Enter the fiscal year in which payment was processed.
13. Class Funding - Enter the three digit number of the fund against which this purchase is charged.
14. Department - Enter the seven digit account number that corresponds to the fund entered for #13.
15. Purchase Order Number - Enter the number of the encumbrance against which this item was purchased.
16. Signature - The person submitting the form and/or responsible for the inventory at the unit.
17. Date - Enter current date.

Forward four copies to the agency Property Control Officer at Finance and Accounting and retain a file copy.

SECTION 2 - Complete this section when property is transferred to another facility/district/unit.

18. Tag Number - Enter the identifying tag number of the item being transferred.
19. Transferring Unit - Enter the unit identification number of the transferring unit from pages 4-7 in the SICIPC Manual. Example: XA1000
20. Receiving Unit - Enter the unit identification number of the receiving unit from pages 4-7 in the SICIPC Manual. Example: CF3100
21. Signature - The person submitting the form and/or responsible for inventory at the unit.
22. Date - Enter current date.

Forward four copies to the receiving unit and retain a file copy. The receiving unit will complete section three and retain a file copy, then forward remaining three copies to the agency Property Control Officer at Finance and Accounting. The agency Property Control Officer will enter the transfer into FAIS and return a copy to the transferring unit and the receiving unit.

SECTION 3 - Complete this section when property is received from another facility/district/unit. Use the form forwarded with transferred item.

If you have a piece of equipment that has an inventory control number, but does not show up on your inventory report from DOC Admin., fill out section three for that piece of equipment.

23. Tag Number - Enter the identifying tag number of the item received. Please note: tag numbers do not change when an item is transferred. This number will always be the same as the tag number in Section 2.
24. Receiving Unit - Enter the numeric number for your unit from pages 4-7 in the SICIPC Manual. Example: CF3100
25. Signature - The person receiving the property and/or responsible for inventory at this unit.

26. Date - Enter the date property was received.

Forward three copies to the agency Property Control Officer at Finance and Accounting and retain a file copy. The Property Control Officer will enter the transfer into FAIS and return a copy to the transferring unit and the receiving unit.

SECTION 4 - Complete this section on dispositions of equipment.

27. Tag Number - Enter tag number of the item.
28. Unit Number - Enter unit number for your unit from pages 4-7 in the SICIPC Manual.  
Example: XA1000
29. Disposition Code - Enter the two digit code from page 15 that identifies the reason for disposition of the item.
30. Disposition Date - Enter the date the disposition occurred.
31. Signature - Person responsible for inventory at the facility/district/unit.
32. Date - Enter the date inventory officer signs.
33. Unit Head Signature - For the following disposition codes, the signature of the facility/district/unit head is also required (i.e. wardens at the facilities, district supervisors of community corrections, and administrators of Agri-Services and Manufacturing).
- |    |  |
|----|--|
| 04 | Missing                                      |
| 06 | Stolen                                       |
| 16 | Damaged due to vandalism, burglary, or arson |
| 17 | Lost due to vandalism, burglary, or arson    |
| 18 | Loss due to acts of God                      |
| 20 | Unidentifiable                               |
34. Date-Enter date facility/district/unit head signs.

Forward two copies to the agency Property Control Officer at Finance and Accounting.