

# Standard Operating Procedure (SOP)

## STATE PERSONAL PROPERTY AND EQUIPMENT INVENTORY

TXSG SOP 4420.10

15 March 2018

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Texas State Guard (TXSG)  
PO Box 5218  
Austin, TX 78763

OPR: Chief of Logistics, TXSG (J4, TXSG)



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**Summary.** This SOP provides guidance for state personal property and equipment inventories in the TXSG.

**Applicability.** This SOP applies to all units and all personnel in TXSG.

**Management Control Process.** This SOP references management control processes established in TMD (Texas Military Department) *State Personal Property and Inventory Policies and Procedures*, dated 21 March 2016.

**Proponent and Exception Authority.** The proponent for this SOP is the J4, TXSG. The J4 has the authority to approve exceptions to this SOP that are consistent with controlling law and regulation.

**Supplementation.** Supplementation of this SOP or establishment of command and local forms on state personal property and equipment inventories is prohibited without prior approval from the Commanding General (TXSG), through the J4, ATTN: NGTX-XLZ, P.O. Box 5218, Austin, TX 78763-5218.

**Suggested Improvements.** Users are invited to send comments and suggested improvements concerning this SOP directly to the J4, ATTN: NGTX-XLZ, P.O. Box 5218, Austin, TX 78763-5218.

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**Distribution. A**

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## **Chapter 1 Requirements**

To comply with State Property Accounting/CAPPS annual requirements, each Major Subordinate Command shall render to J4, TXSG an annual inventory of all state personal property held. Inventory will be in accordance with Texas Military Department (TMD) Personal Property and Inventory Section SOP, dated 21 March 2016 and included at Appendix B of this document.

## **Chapter 2 Specifications**

1. With the exception of Texas State Guard (TXSG) specific responsibilities as outlined in Chapter 3, below, all other property and inventory procedures are to be followed as described in the TMD SOP at Appendix B of this document.
2. Items of Special Fund property are also considered state property. Therefore, items of Special Fund property meeting materiality thresholds as published in the TMD SOP shall be included in inventory and noted as Special Fund property.

## **Chapter 3 Responsibility**

1. Commanders at All Levels.
  - a. Ensure all state property within their command is properly used, accounted for, and maintained.
  - b. Maintain and enforce property accountability, fiscal responsibility, and adherence to established supply procedures.
  - c. Provide command emphasis to the leadership, training, and administrative requirements necessary to maintain accountability of property, documents, and funds.
  - d. Ensure the personnel assigned to keep records of property, documents, or funds are in compliance with the specifications described in both this TXSG SOP and the TMD SOP.
2. Property Manager (J4).
  - a. Oversees all property in TXSG possession and maintains required records.
  - b. Updates all SPA/CAPPS system information for TXSG.
  - c. Maintains signed and dated hand receipt from Texas Military Department Personnel Property (TMDPP1-1E) for all assigned property.
  - d. Conducts annual State Property inventory and accountability training with TXSG component logistics personnel and supply representatives.

- e. Conducts annual property audits of all TXSG components and reconciles with existing records.
  - f. Ensures all state property issued to or used by assigned personnel is properly accounted for and used only for state purposes.
  - g. Entrusts property to a person only when the person signs and dates a hand receipt (DA Form 2062). Hand receipt must include detailed list (description, tag/serial number) of all property entrusted to the individual, along with a statement acknowledging potential financial liability for loss/damage/negligence.
  - h. Specifies annual suspense date for inventories; supervises collection of inventory information; compiles results for submission to TMD Property Manager.
3. Component (G4/A4/N4).
- a. Oversees all property in Component possession and maintains required records.
  - b. Maintains signed and dated hand receipt from J4, TXSG for all assigned property.
  - c. Conducts annual State Property inventory and accountability training with subordinate command logistics personnel and supply representatives.
  - d. Conducts annual property audits of all subordinate commands and reconciles with existing records.
  - e. Ensures all state property issued to or used by assigned personnel is properly accounted for and used only for state purposes.
  - f. Entrusts property to a person only when the person signs and dates a hand receipt (DA Form 2062). Hand receipt must include detailed list (description, tag/serial number) of all property entrusted to the individual, along with a statement acknowledging potential financial liability for loss/damage/negligence.
  - g. Ensures all state property issued to or used by assigned personnel is properly accounted for and used only for state purposes.
4. Subordinate Command (Regiment, Wing, Battalion) Supply Representative (S4)
- a. Exercises reasonable and prudent actions to ensure proper custody, safekeeping, and disposition of property assigned throughout the command.
  - b. Responsible to know at all times where all property under their control is located.
  - c. Entrusts property to a person only when the person signs and dates a hand receipt (DA Form 2062). Hand receipt must include detailed list (description, tag/serial number) of all property entrusted to the individual, along with a statement acknowledging potential financial liability for loss/damage/negligence.
  - d. Verifies property inventory and accountability during unannounced, random subordinate unit audits and inspections.

- e. Conducts annual physical inventory of state property and sends completed inventory verification statement to the TXSG J4 by June 1 of each year.

5. Individual TXSG Member

- a. Exercises reasonable and prudent actions to properly use, care for, and safeguard all assigned state personal property in his or her possession.
- b. Maintains control of assigned property. May not loan, transfer or dispose of property without proper authorization from the TXSG J4.
- c. Uses state property only for state purposes.
- d. Produces or locates assigned property upon request.

**Appendix A**  
**References**

**Section I**  
**Required Forms**

**DA Form 2062**  
Hand Receipt/Annex Number

**Required Publications**

**TMD SOP**  
State Personal Property and Inventory Policies and Procedures (dated 21 March 2016)

**Section II**  
**Referenced Publications**

**AGTX Regulation 230-2**  
Special Funds

**Appendix B**

TMD SOP: State Personal Property and Inventory Policies and Procedures (dated 21 March 2016)



**TEXAS MILITARY DEPARTMENT  
PERSONAL PROPERTY AND INVENTORY SECTION**

RE: State Personal Property and Inventory Policies and Procedures

1. **PURPOSE:** To establish and maintain effective internal standard operating procedures (SOP) for request, issue, receipt, storage and accountability of state personal property. Operating procedures related to Real Property Management are addressed by separate policy.
2. **SCOPE:** The procedures and requirements outlined in this SOP are mandatory and apply to all members of the Texas Military Department (TMD) and Texas Military Forces (TXMF).
3. **REFERENCES:** Comptroller of Public Accounts (Comptroller) State Property Accounting (SPA) updated May 12, 2011 and National Guard Regulation 5-1, May 2010 (32CFR).
4. **RESPONSIBILITIES:**
  - A. **The Adjutant General**
    1. Serves as head of the Texas Military Forces.
    2. Ensures that the TMD maintains adequate internal control procedures.
    3. Designates the Executive Director as the administrative head of state operations for state property accounting purposes and acts through the Executive Director to ensure compliance with the Comptroller's applicable rules and requirements.
  - B. **Executive Director**
    1. Designates a Property Manager (in writing), completes the *Notice of Agency Head and Designation of Property Manager* form (73-286) and informs the Comptroller's office of the designee. The agency Executive Director is responsible for agency property and for ensuring that the Property Manager carries out duties prescribed by Comptroller's rules.
    2. Provides the Property Manager with copies of the rules, procedures and other appropriate documentation for managing the agency's property as formulated by the Comptroller.
    3. Ensures that employees and those responsible for managing State personal property are properly trained and knowledgeable in:

- The accounting for and care of the TMD’s property, as well as in the operation and policies of SPA/CAPPS. The Comptroller and TMD establishes a training schedule (including dates and times) that may be used as a training resource.
4. Each program is responsible for ensuring that property is tracked and secured in a manner that is most likely to prevent theft, loss, damage or misuse. The agency must take all necessary precautions to ensure that the procedures for accountability and safeguarding the agency’s property are distributed.
  5. Each program shall conduct an annual physical inventory of the **trust, capitalized and controlled personal** property (excluding libraries and historical arts and treasures) in the agency’s possession. The physical inventory must be completed by June 1st. A copy of the Physical Inventory conducted by TMD (items with current value of \$5,000 and above) is forward to the United States Property and Fiscal Office (USPFO) by August 25th of each calendar year.
  6. Forwards the *Certification of Physical Inventory Conducted by Agency* form (73-283) to the Comptroller, including a description of the method used to verify the inventory no later than 10 days after the last day of the state fiscal year (September 10<sup>th</sup>).

**C. Property Manager- Personal Property and Inventory**

1. Oversees all property in the agency’s possession and maintains the required records. Updates all SPA/CAPPS system information for the agency.
2. Maintains a signed and dated hand receipt, form Texas Military Department Personnel Property (TMDPP1-1E) for all property.
3. Conducts quarterly State Property training to Programs and Supply Representatives’.
4. Conducts biannual internal audits of all agency programs and reconcile with previous year records...
5. Entrusts property to a person only when the person signs and dates a hand receipt. The receipt must include a detailed list of the property entrusted to the individual, along with a statement about potential financial liability for loss/damage and negligence.

**D. Supervisors Responsibility**

1. Ensures all state property issued to, or used by staff, is properly accounted for and used only for state purposes...

**E. Unit/Program Supply Representatives**

1. Unit/Program will appoint or designate for their unit or section.
2. Exercises reasonable and prudent actions to help ensure proper custody, safekeeping and disposition of the property provided.



3. Must know at all times where all property under their control is located.
4. Entrusts the care and/or use of property to a person only when the person has a signed and dated hand receipt that includes item, description, tag/serial numbers and location.
5. Verifies property during random internal audits and inspections.
6. Conduct the annual physical inventory of state property and sends the completed inventory verification statement to the Property Manager by June 1 of each year.

**F. Employee Responsibility**

1. Uses state property only for state purposes.
2. Employees must exercise reasonable and prudent actions to properly use, care for and safeguard all state personal property in his or her possession.
3. Produces or locates assigned property upon request.
4. Maintains control of the property. Employees may not loan, transfer or dispose of property without proper authorization from the Property Manager.

**5. PERSONAL PROPERTY:**

**A. Capital and Control Assets**

1. Capital assets are real or personal property that have an estimated life of greater than one year.
2. Improvements or additions made (to existing personal property) will be capitalized if they meet the capitalization threshold.
3. The inventory data is entered and tracked into the State Property Accounting System (SPA)/ (CAPPs). This must be done weekly by the Property Manager to ensure all financial transactions have been entered into Uniform Statewide Accounting System base (USAS).
4. Capitalized assets are reported in TMD's annual financial report.
5. A controlled asset is a capital asset that has a value less than the capitalization threshold established for that asset type; however, due to its high-risk nature, it is required to be reported to SPA. Controlled assets are property classes that the Comptroller and TMD require programs to report. The list below identifies Controlled & Local Controlled assets.
  - a. **Controlled (at any cost)**
    - Hand Guns / Rifles/Shotguns/Computers
    - Chemical Detection Equipment
    - Radio's(handheld/mounted)/Satellites
    - Vehicles/Trailers to include upgrades
    - Golf Carts/EZ Go's/Lifts

- Tractors/Bulldozers/Riding Lawn Mowers
  - Night Vision Optics/Spotting Scopes/Binoculars
  - Portable Buildings
  - Drones
- b. **Locally Controlled (\$500.00 to \$4,999.99)**
- Stereo Systems
  - Cameras including Still/Digital/Video/Data Projectors
  - Video Recorder/DVD players (TV's, VCR, Camcorders)
  - Modular Furniture and Office Equipment
  - Air Compressors/Generators
  - Printers/Faxes/Ipads/GPS Devices
  - Appliances(Washers/Dryers/Stoves
  - Cellular & Portable Telephones
  - Lawn Equipment

**6. REPORTING PROPERTY:**

**A. Unit or Group Basis**

1. State property will be tagged and maintained on state property books. Purchase orders (PO's) will identify state property, location, and funding source. Property Manager will track property items by monitoring SharePoint and SPA/CAPPS Reports on a weekly basis. Accounts payable will code and notify Property Manager when items have been paid out.  
Property Manager and Accounts payable will conduct monthly reconciliation to ensure all equipment is properly enter into SPA/CAPPS and USAS.
2. Reporting may be done on a unit or a group basis.
  - Unit Basis: Single, identifiable capital asset for which property information is created and maintained.
  - Group Basis: Multiple units tracked under one property record.
3. Controlled Assets: Assets that the Comptroller's office and TMD determines must be secured and tracked.
4. Generally, capitalized and controlled assets (high-risk items) must be tracked on a unit basis. Some equipment, because of unique components, size, and usage and acquisition issues may be reported on a group basis-examples are (or include) communication, maintenance and firefighting equipment.
5. Property that consists of multiple parts/components required to be assembled collectively constitutes a piece of equipment or property that will be recorded as one property record with one tag number. The components/parts will be placed on a property list that should be attached to the property and/or maintained by the recorded holder to track all parts that equal the property of record.
6. Property Manager must be notified immediately via email or telephone of any equipment /components /serial number exchanges. Time, condition of equipment and

usage will be considered before the Property Manager adds any surplus equipment to SPA/CAPPS.

7. Surplus and salvageable equipment can be used as trade on new property if it is in the best interest of the state and authorized through the Property Manager.

**7. CONDITION CODES:**

**A. Condition of Property**

1. New – Newly acquired.
2. Good – Gently used or reconditioned property.
3. Fair – Property that is soiled, shopworn, rusted, deteriorated or damaged to the extent that utility is slightly impaired. Also repaired or renovated reconditioned property that has deteriorated and needs or may need additional repair or renovation in the near future.
4. Poor – Property so badly broken, soiled, rusted, mildewed, deteriorated or damaged that its utility is seriously impaired: Also property that has been repaired or renovated but has since seriously deteriorated due to factors such as major wear and tear, corrosion or exposure to weather.

**8. TAGGING:**

**A. Bar Codes**

1. With the exception of real property all personal property assets must be marked or tagged as property owned by the agency.
2. Property Manager will use the Bar Code Labeling System:



- Each item of property, capitalized or controlled, will be assigned a unique property inventory number and are white & black in color. Property tag numbers will begin with the last two numbers of the fiscal year. Non SPA items will be mark with red, blue and white tags with agency name..
- Property Manager may not reuse a previously assigned property number.
- Property number labels must be highly visible and markings are considered acceptable when a label can be removed only through considerable or intentional means. Stencils/Engravers can be used to mark outdoor equipment/tools provided the ink is permanent.

- Property Manager will issue tags and provide hand receipt holders with tags and placement instructions upon receipt of equipment. Tags will be verified during internal audits and inventories.

## 9. STORAGE:

### A. SAFETY: ON/OFF SITE

1. Unit/Programs are responsible for ensuring that property is stored in a manner that is most likely to prevent theft, loss, damage or misuse.
2. Each section must take all necessary precautions to secure property. Computer software should be stored in climate controlled areas only. Hand receipt holders are responsible for all assigned property listed in their possession; must have a method for locating any inventory item on/off-site; and should be able to produce or locate a given property item upon request of the Property Manager.
3. Storage of employee personal property in State Facilities is not allowed without proper written authorization.

## 10. GAINS AND LOSSES:

### A. Reporting

1. When a capital or controlled asset is sold, a gain or loss must be reported in the annual report if:
  - Cash is exchanged and the amount paid does not equal the net book value of the asset or cash is not exchanged and the asset is not fully depreciated or has a residual value.

## 11. SURPLUS:

### A. New or Used

1. Surplus property is any personal property that exceeds TMD's needs and that is not required for a foreseeable need.
2. Surplus property may be new or used but must have additional useful life. Employees may not loan, transfer or dispose of surplus personal property without proper authorization and documentation.
3. Units/programs must notify the Property Manager when they have surplus property to turn in by submitting a completed *TMD Personal Property Turn in Form* (TMDPP1-3).
4. Surplus property must be offered to other TMD unit/programs first. If no other TMD unit/programs claims items, then surplus property must first be made available to other Texas state agencies, political subdivisions and assistance organizations before it can be offered to the general public.
5. When applicable, TMD must adhere to the federal guidelines and regulations for disposal of surplus property.

6. Surplus property will be advertised on the Comptroller Web site for ten days beginning on the advertisement date indicated by the TMD. During these ten days, another state agency has priority over any other entity to buy the property.

## 12. TRANSFER PROPERTY:

### A. Capitalized or Controlled

1. The Property Manager must approve all equipment transfers.
2. "Equipment transfers" occur when a capitalized or controlled item is either switched between accounts, or departments, or sent to surplus, and a *Personal Property Transfer Hand Receipt form* (TMDPP1-6) must be completed.

## 13. COOPERATIVE AGREEMENTS:

### A. Equipment property records:

1. Records will be maintained by the unit/ program or department receiving the property. Designated state employees will sign for all state property. In addition to the required annual physical inventory, agencies are encouraged to conduct more frequent supplemental physical inventories to ensure the accuracy of reported personal property information. Periodic inventories may use statistical sampling, dollar sampling techniques or other acceptable methods on a regularly scheduled basis. Reports will include a description of the property, a serial number or other identification number, the source of property, the acquisition date, the cost of the property, the percentage of federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data, including the date of disposal and sale price of the property.
2. Federal/state employees, with the written concurrence of the Adjutant General and TMD Executive Director, are authorized to sign for and operate federal/state owned/leased equipment (e.g. federal equipment, federal vehicles) while performing official duties in support of Cooperative agreements. Federal/state employees shall be properly trained, qualified and licensed to operate the equipment in accordance with State/TMD/Air National Guard (ARNG) and Army National Guard (ANG) directives.
3. State Property will be carried only on TMD property books. Any loss, damage, or theft shall be investigated and reported. Programs will reimburse the state if loss/damage/theft was caused by employee negligence. Each program/unit shall conduct an annual physical inventory of the **trust, capitalized and controlled personal** property (excluding libraries and historical arts and treasures) in the agency's possession. The physical inventory must be completed by June 1 and results reconciled with the previous year's property records.

### B. Disposition

1. When original or replacement equipment is no longer needed for a specific Cooperative Agreement Appendix, the first priority will be to move the equipment to another federally supported Cooperative Agreement Appendix. Otherwise disposition of the equipment will be as follows:

- Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or disposed of in the best interest of the agency.
- Items of equipment with a current per-unit fair market value in excess of \$5,000 may be retained, sold or disposed of. If sold, the National Guard Bureau (NGB) / USPFO shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by NGB/USPFO'S share of the equipment.
- Arrangements for scrap metal turn in (tools, unserviceable machinery) will be coordinated thru the Property Manager.

#### **14. GIFTS/DONATIONS:**

##### **A. Accountability**

1. All gifts/donations of personal property must be documented and reported to Property Manager for determination whether the item(s) is (are) required to be tracked on state property books. Donations of property from individuals or agencies with an appraised value of more than \$5,000 must be approved by the Adjutant General.
2. Items purchase with unit fund money will be documented and tracked on a TMDPP1-1B, regardless of price. Property Manager must review and approve all disposals to ensure compliance.

#### **15. SALVAGE PROPERTY:**

##### **A. Cannibalization or Disposal**

1. Cannibalization is the authorized removal of components from one item of property for installation on another item of property to return an item to service.
2. Salvage property that through use, time or accident becomes depleted, worn out, damaged or obsolete and can no longer serve the purpose for which it was originally intended can be cannibalized or disposed of.
3. Any salvage property can be sold.
4. Prior granted Authorization to cannibalize or dispose of salvage property must be documented by the Property Manager.
5. The unit or program representative must submit a written request on a *TMD Personal Property Turn In form* (TMDPP1-3), to cannibalize a property item, or to send the remains of the property to the holding area for scrap or destruction. Hazardous and scrap metal turn-ins must be checked and coordinated thru the environmental recycle department. The Property Manager will not authorize cannibalized items to be reported as surplus property.

#### **16. FURNITURE AND EQUIPMENT:**

- A. Unit/Programs will track all office furniture for insurance and accountability purposes. Furniture and equipment paid for jointly by the state and other government entities will be capitalized by the entity responsible for future maintenance if ownership cannot be determined.

- B. Turn in of office furniture and equipment will be on a *TMD Personal Property Turn in Form* (TMDPP3). TMD Property Manager will verify equipment status. Serviceable, unclaimed, items will be turned in to the Austin State Surplus Store or sold. Printer cartridges, toner, hazards material will be turned in through the Environmental Recycle department. Units or sections are responsible for storage until turn-in appointments are arranged.

## 17. INVENTORIES:

### A. Conducting Inventories

1. The state annual physical inventory will be completed by June 1. Hand Receipts will be updated quarterly and provided to all hand receipt holders. Following the annual physical inventory, the Property Manager will ensure a completed *Certification of Physical Inventory Conducted by Agency form* (73-283) is conducted and submitted to TMD's Chief Fiscal Officer for signature and review. This form must be submitted to the Comptroller's office no later than September 10th.
2. TMD will conduct biannual inventories of each program to verify condition, location and accountability.
3. The Property Manager will use the Bar Code or Independent Manuel method for inventories.

## 18. MISSING PROPERTY:

### A. Lost, Damaged or Stolen Employee Negligence

1. Immediately upon recognizing that property is missing or stolen, the hand receipt holder must initiate a *Missing Equipment form* (TMDPP5). The Property Manager will determine the course of action based on a written statement on the report. If the property is not located within two years from the date the property was reported missing, the property must be deleted from the SPA.
2. If the Property Manager, or Executive Director has reasonable cause to believe that property in the agency's possession has been stolen, lost or damaged through the negligence of any state official or employee, the Property Manager will complete the *Missing, Damaged, Stolen Property Report Form* (74-194) and send it to the appropriate law enforcement agency, the Office of the Attorney General (OAG) and the Comptroller. Stolen property must be reported to the appropriate law enforcement agency within 48 hours of discovery that property has been stolen and within 72 hours to the Comptroller.
3. The OAG may investigate a report received for negligence or theft. If the investigation reveals that a property loss occurred through the negligence of a state official or employee, the OAG may make a written demand on the official or employee for reimbursement of the loss. If the demand is refused or disregarded, the OAG may take legal action to recover the value of the property, as that office deems necessary. The OAG determines the value to be recovered based on the market value of the property and the degree of responsibility of the person who was entrusted. Investigation reports of negligence or theft involving TMD or Texas Military Forces will be immediately delivered to the Executive Director.

4. The TMD may take disciplinary action up to and including, the termination as warranted.
5. The TMD may seek reimbursement of funds for lost, damaged or stolen property or place appropriate restrictions on future equipment purchases for the responsible program.

**B. Missing or damaged property—No employee Negligence**

1. In the absence of a negligence finding, the hand receipt holder still must complete the following forms and send them to the Property Manager:
  - *Missing/Damage Equipment Statement Form* (TMDPP1-5) for lost or missing property
  - *Personal Property Turn-In Form* (TMDPP1-3) for damaged property.
2. While accidents may occur, repeated instances of damaged or misplaced equipment or property may be considered a failure to exercise due care and may result in appropriate disciplinary action.

**19. RECEIVED PROPERTY:**

- A. When personal property is received, the requestor/hand receipt holder will provide the Property Manager within three (3) working days the following information:
  - Item
  - Item description (to include component listing)
  - Quantity
  - Serial number
  - Identification of hand receipt holder and location
- B. Property Manager will issue a *Personal Property Hand Receipt Form* (TMDPP1-1), and tags. The Property Manager also will enter information in SPA. Tags and item condition will be verified during internal audits and inventories. A theft report will be filed for items received but not reported within 30 days of discovery.

**20. TURN – IN:**

**A. Unserviceable Property**

1. When personal property becomes damaged/unserviceable, or shelf life has expired, the hand receipt holder will notify the Property Manager by completing a *Property Turn in Form* (TMDPP1-3) and request an appointment for turn in. Once the Property Manager verifies documentation, a decision is made on the method of disposal. Hazardous items will be turned in through the Environmental Recycle department. Printers, monitors and computers will be palletized no more than four (4) feet high, with plastic wrap. Computer hard drives must be wiped or holed punched before turn in. Mouse, cables and broken



parts will be boxed. A technical inspection must be performed on vehicles and trailers to determine condition-before turn in or sales can be arranged. All markings must be removed.

**21. INTERNAL AUDITS:**

1. TMD will conduct Internal Audits Biannual of every unit/program. Audit findings will be documented and brief to the chain of command.
2. Random audits can be conducted at any time at the discretion of the Executive Director, Property Manager and program Supervisors..

**22. RECORD RETENTION:**

1. Property/inventory records will be maintained for a period not less than three fiscal years after the disposal of property.
2. Where federal guideline or state guideline apply, the greater required time period for record a specific retention will apply.

PERSONAL PROPERTY HAND RECEIPT



NGTX – RMP

Name:	Date:
Hand Receipt Number:	Phone Number:
Location:	E-Mail:

ITEM	DESCRIPTION	SERIAL NUMBER	TAG	ASGN	QTY

I fully understand that I am responsible for the maintenance and security of all personal assets that I have signed for and must be able to produce item (s) upon request from property manager. I further understand that I am under financial liability for loss or damage to this (these) items (s) if the loss or damage results from my negligence, intentional act or failure to exercise reasonable care to safeguard, maintain and service it (them).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_