ADECA RECIPIENT PROPERTY MANAGEMENT MANUAL

ADECA ADMINISTRATIVE DIVISION

AUDIT AND FINANCIAL REVIEW SECTION

OCTOBER 1989

ADECA

Alabama Department of Economic and Community Affairs

Policies and Procedures Manual

November 4, 2020

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6.0 PROPERTY

The Department maintains property management standards which are designed to comply with state law, 2 CFR Part 200 Section 313, or the enabling federal legislation for a specific grant program, if different from 2 CFR Part 200. Applicable division chiefs shall be responsible for adherence to the regulations described above and a Property Manager for the Department shall provide overall management and oversight. This function is currently performed by the Financial Services Property Management Unit (PMU).

6.1 SAFEGUARDING OF PROPERTY

Control systems as specified below are used to maintain inventory records for equipment used at ADECA and for equipment purchased through federal grants for use by our subrecipients. These systems ensure adequate safeguards to prevent loss, damage or theft of property. Any loss, damage or theft of property shall be investigated and fully documented. If it is determined that there is possible negligence, the information will be provided to the State Auditor's Office and/or the Office of Attorney General to determine the next course of action.

6.2 ADECA INTERNAL PROPERTY

ADECA internal property is maintained in the State Auditor's fixed asset system (AssetWorks). The PMU is responsible for entering items in AssetWorks, requiring employees to certify the use of the property each year, and to conduct an annual inventory of all items in AssetWorks. The PMU also schedules and oversees the disposition of excess or unserviceable items through the ADECA Surplus Property Division.

6.3 ADECA RECIPIENT PROPERTY

The PMU maintains the ADECA Property Management System to record applicable equipment items and maintain inventory records for items that are purchased by ADECA subrecipients through federal programs administered by the Department. These procedures are provided in the ADECA Recipient Property Management Manual.

ADECA RECIPIENT PROPERTY MANAGEMENT
MANUAL

ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS

ADMINISTRATIVE DIVISION
AUDIT AND FINANCIAL REVIEW SECTION
MONTGOMERY, ALABAMA

OCTOBER, 1989

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OFFICE OF THE GOVERNOR · STATE OF ALABAMA

Alabama Department of Economic And Community Affairs

GUY HUNT
GOVERNOR

GENE ANDERSON
DIRECTOR

October 13, 1992

M E M O R A N D U M

TO: ADECA Division Chiefs

FROM: Edgar M. Young
ADECA Property Manager

Edgar M. Young

PH
10-15-92

SUBJECT: ADECA Recipient Property Management Manual Revision

Re: Director's Memorandum to Division Chiefs, Subject: Common Rule Definition of Equipment, Dated: September 24, 1992

The ADECA Recipient Property Management Manual has been revised regarding ADECA equipment definition. The revised portions are attached, and the changed wording is annotated by asterisks. These revisions should be placed in the manual on page 1 and 2, Section I, Paragraph A; page 4, Section I, Paragraph B; page 6, Section II, Paragraph B 1 (c); and page 7, Section II, Paragraph B 1 (d) (3).

Please note the revisions and distribute to applicable personnel and recipients.

If you have any questions, please call Mack Young at 2-5429 or Jack Jones at 2-5225. To allow time for PMU personnel to coordinate their actions, please respond as soon as possible.

EMY:JJ:kfh

Attachments

c: Various Program Managers/Staff

401 Adams Avenue • P.O. Box 5690 • Montgomery, Alabama 36103-5690 • (205) 242-5100

Alabama Department of Economic And Community Affairs

GUY HUNT
GOVERNOR

FRED O. BRASWELL III
DIRECTOR

To: Division Chiefs

Date: October 1, 1989

ADECA RECIPIENT PROPERTY MANAGEMENT MANUAL

SUBJECT: Issuance of the ADECA Recipient Property Management Manual

Purpose. To issue a manual pertaining to the management of ADECA recipient property which supercedes the Property Management Manual Standard Operating Procedures issued October 1, 1987, and all subsequent changes and revisions.

Background. This manual contains terminology and monetary value changes that were necessary due to the issuance of the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (Common Rule). This manual also includes revisions that clarify existing Property Management Unit procedures. The revisions are annotated by asterisks in the left hand margin.

Action. This manual is effective October 1, 1989, for all recipients and replaces the revised Property Management Manual Standard Operating Procedures issued October 1, 1987. Secondly, Division Chiefs are responsible for providing a copy of this manual to all applicable recipients of ADECA property.

Contact. Questions regarding this manual should be directed to Mr. Larry R. Curvin, Chief of the ADECA Audit and Financial Review Section, or Mr. Jim Massey, Property Management Unit Supervisor, at 284-8813.

Director

3465 Norman Bridge Road • P.O. Box 250347 • Montgomery, Alabama 36125-0347 • (205) 284-8700

Page 1, Section I, Paragraph A

Consumable or Intangible Personal Property - See Supplies.

* <u>Equipment</u> - The Common Rule defines equipment as
* tangible, non-expendable, personal property having a useful
* life of more than one year and an acquisition cost of $5,000
* or more per unit. The Common Rule provides that ADECA may
* use its own definition of equipment as long as this
* definition includes all equipment as defined above.
* Therefore, equipment is defined by ADECA using the above
* definition.

This manual establishes the property management requirements for ADECA recipients in compliance with the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (Common Rule). Division chiefs shall be responsible for adherence to the regulations described above or other federal regulations if applicable. The ADECA Property Manager shall provide overall management and oversight.

Division chiefs shall require grant and award recipients to comply with the standards and the property procedures established in this manual.

I. DEFINITIONS

A. General Definitions Pertaining to Common Rule

Acquisition Cost - The net invoice unit price of the property including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation (freight-in), taxes, duty or protective in-transit insurance shall be included to calculate the unit acquisition cost. If property is acquired by trading in another item and paying an additional amount, "acquisition cost" means the amount received for trade-in plus the additional outlay. (See the definition of "trade-in allowance.")

Consumable or Intangible Personal Property - See Supplies.

Revised Oct. 1, 92

Equipment - The Common Rule defines equipment as tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. The Common Rule provides that ADECA may use its own definition of equipment as long as this definition includes all equipment as defined above. Therefore, equipment is defined by ADECA using the above definition, but with the threshold acquisition costs for property management as listed on the following page.

Nonconsumable or Tangible Personal Property - See Equipment.

Personal Property - Property of any kind except real property. It may be tangible, (having physical existence), or intangible, (having no physical existence), such as patents, inventions, and copyrights.

Real Property - Land, including land improvements, structures and appurtenances thereto, excluding movable machinery and equipment.

Recipient - The term recipient is a universal term referring to any receiver of funds from ADECA whether specified as grantee, subgrantee, subrecipient, service delivery area, substate area, contractor or agency.

Service Delivery Area - An entity of the Job Training Partnership Act normally referred to as SDA; a particular type of subrecipient.

* Substate Area - An entity of the Job Training Partnership Act
* normally referred to as SSA; a particular type of subrecipient.

Supplies - All tangible, personal property other than equipment as defined above.

Trade-in Allowance - "Amount received for trade-in" of an item of equipment traded in for replacement equipment means the amount that would have been paid for the replacement equipment without a trade-in, minus the amount paid with the trade-in. The term refers to the actual difference, not necessarily the trade-in value, shown on an invoice. For example, suppose that a recipient can buy a new machine for $5,000 in cash. The recipient actually buys this machine by trading in a used machine and paying $3,000 in cash. In this case, the amount received for trade-in would be $2,000 ($5,000 minus $3,000) regardless of the trade-in allowance shown on the invoice.
* NOTE: Certain state and local laws may prohibit trade-in
* allowances, therefore, in those instances state and local
* governments should disregard trade-in allowance.

B. General Definitions Pertaining to ADECA Property Procedures

Property Management Unit (PMU) - The unit within ADECA which is responsible for the maintenance of reliable and systematic records of ADECA's investment in property, wherever located. This unit is under the supervision of the ADECA Property Manager.

Percentage of Federal Participation - Computed by dividing the total amount of federal cost by the total amount of the grant or award cost for which the property was acquired.

*	Example:	Total Grant Cost	- $5,000	
*		Federal share	- $4,000	80%
*		Local share	- $1,000	20%
*		TOTAL	$5,000	100%

Agreement Number - Project, grant, subgrant, award, or contract number assigned by ADECA fund accountants to the agreement which provided the funds for the property purchased.

Item Code - Six digit number assigned to an item of property by PMU to identify a particular property group.

Location Code - Five digits, alpha and/or numeric, assigned by PMU which identifies the physical location of property by address.

Revised 1 Oct 92

* Percentage of Federal Participation - Computed by dividing the total amount of federal cost by the total amount of the grant or award cost for which the property was acquired.

Example: Total Grant Cost - $1,000

Federal share	- $800	80%
Local share	- $200	20%
Total	$1,000	100%

Percentage of Recipient's Participation - Computed by dividing the total amount of the local cost by the total amount of the grant cost for which the property was acquired. (See example in "Percentage of Federal Participation.")

Property Custodian - The individual who is fiscally responsible for the property purchased by a recipient agency.

Recipient Code - Four digit number assigned by PMU identifying the recipient by name and address.

Recipient Property Number - Identification number assigned by the recipient (agency) to maintain control over property.

Sequence Number - Property inventory number assigned by the PMU.

C. Property Management Unit (PMU) Forms

In order to maintain reliable and systematic records of property acquisitions, transfers, and dispositions, the PMU has developed forms to document the following: (1) the addition of newly acquired property to the ADECA inventory, (2) the transfer of property from one property custodian to another property custodian, and (3) the disposition of property. Respectively these forms are:

(1) Recipient Material Receipt - PMU-1

(2) Property File Input Document - PMU-2

(3) Custody Receipt - PMU-3

(4) Report of Survey - PMU-4

* (5) Inventory of Non-Consumable Personal Property
* (Computer Printout)

(6) Property Disposition Report - PMU-6

A copy of these forms, as well as the purpose for each and instructions for completion, are located in the appendix.

II. PROPERTY MANAGEMENT STANDARDS FOR RECIPIENTS

A. Purpose. This section prescribes uniform standards governing the utilization and disposition of property furnished by the federal government or acquired in whole or in part with federal and/or state funds whose cost was charged to a project administered by ADECA. Division chiefs shall require recipients to observe these standards and shall reference this manual in agreements with recipients that may acquire property.

B. Standards. Standards and procedures governing ownership, use, and disposition of property acquired with federal and/or state funds are set forth below. When property is acquired by a recipient wholly or in part with federal and/or state funds, the ADECA Director may, upon request by the division chief, vest title with the recipient without further accountability to ADECA if applicable laws and regulations permit. Otherwise, title will be vested with the recipient subject to the following restrictions on the use and disposition of property.

1. Nonconsumable Property

(a) ADECA may, at any time, transfer property and title to either the state government or a third party provided the third party is otherwise eligi-

(c) When the recipient no longer needs the property as provided above, the property may at ADECA's discretion, be retained for recipient use. If the fair market value of the
* property is over the ADECA accountability threshold listed on
* page 1 of this manual, the recipient must provide compensation for the federal share of the property applicable to ADECA funds. The amount of compensation shall be computed by applying the percentage of ADECA federal participation to the current fair market value of the property.

ble under existing statutes. The recipient will be reimbursed as provided in (d) below.

(b) The recipient may, at ADECA's discretion, use the property in the project or program for which it was acquired as long as needed to accomplish the purpose of the project or program and as specified within the agreement until the termination date as agreed, whether or not the project or program continues to be supported by federal and/or state funds. When the property is no longer needed for the original project or program, the recipient shall use the property in connection with its other federally or state sponsored activities, in the following order of priority:

(1) Activities sponsored by the same federal agency or ADECA division.

(2) Activities sponsored by other federal agencies or ADECA divisions.

*(c) When the recipient no longer needs the property as provided above, the property may at ADECA's discretion, be retained for recipient use, provided that a fair compensation is made to ADECA for the federal share of the property. The amount of compensation shall be computed by applying the percentage of federal participation to the current fair market value of the property.

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(d) If the recipient has no need for the property, the recipient shall request disposition instructions from ADECA by certified mail. ADECA may transfer title to either the state government or a third party if the third party is otherwise eligible under existing statutes.

(1) If the recipient is instructed to ship the property elsewhere, the recipient shall be reimbursed an amount which is computed by applying the percentage of the recipient's participation to the current fair market value of the property, plus any shipping or interim storage costs incurred.

(2) If the recipient is instructed to otherwise dispose of the property, the recipient

Page 7, Section II, Paragraph B 1 (d) (3)

(3) If instructed, the recipient shall sell the property and keep any proceeds from the sale as long as the fair market value of the property at the time of the sale is below
* the ADECA accountability threshold cost identified on page 1 of the manual.

shall be reimbursed for such cost incurred in its disposition.

*

(3) If instructed, the recipient shall sell the property and reimburse ADECA an amount which is computed by applying the percentage of federal participation to the sales proceeds. Where the recipient is authorized or required to sell the property, proper sales procedures shall be established which would provide for competition to the extent practicable and result in the highest possible return.

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(4) If not instructed in writing by ADECA within 120 days to ship, otherwise dispose, or sell property, the recipient shall sell the property as explained in (3) above.

(e) The recipient shall take a physical inventory of property and reconcile the results with the recipient property records at least once each year. Any differences between quantities determined by the physical inspection and those shown in the property records shall be investigated to determine the causes of the differences. The recipient shall, in connection with the inventory, <u>verify the existence, current utilization, and continued need for the use of the property</u>.

2. <u>Supplies</u>

Title to supplies (consumable personal property) shall vest in the recipient upon acquisition. If there is a residual inventory of such supplies exceeding $5,000 in total aggregate fair market value upon termination or completion of the agreement and if the supplies are not needed for any other ADECA sponsored project or program, the recipient shall retain the supplies for use on non-ADECA sponsored activities, or sell them, but must in either case, compensate ADECA for its share. The amount of compensation shall be computed in the same manner as equipment (nonconsumable personal property).

III. PROPERTY MANAGEMENT PROCEDURES

A. Acquisition Procedures

1. Recipient. Each recipient is required to obtain prior approval for the acquisition of property, either by the budget agreement or by written approval of individual items, as required by the particular agreement, general directives of a particular division or specific written approval. The recipient is required to report the purchase of property to ADECA. The recipient accomplishes the reporting of purchases by submitting the Recipient Material Receipt (PMU-1) and a copy of vendor invoice with the required expenditure reports, summary of expenditures, periodic reports, or other documents as may be required by the ADECA program manager.

2. ADECA Program Manager and Fiscal Management. The program manager, in coordination with the ADECA Fiscal Management Section, is responsible for the review of the PMU-1. This review shall compare the information contained on the material receipt with information contained in the agreement file to determine if the property purchased by the recipient is authorized and within the scope of the agreement. The resolution of any exception or deviations regarding the purchase is the responsibility of the program manager. Upon completion of the review, the Fiscal Management Section will then forward to the Property Manager the following: the PMU-1, a copy of the vendor invoice, and the PMU-2. The fund accountant will complete those numbers on the PMU-2 that are blocked in. These include the fund number, source of funds, cost, manufacturer, serial number, purchase date and purchase order or voucher number. NOTE: When the ADECA Surplus Property Division is vendor of recipient property, either Federal or State Surplus property will be added to the ADECA inventory records using the outlay of recipient cost (service charge).

3. Property Management Unit. From the above documents, the PMU will maintain an automated file of all property. The PMU will assign a sequence

number to the property, add the item to inventory records, and if necessary, arrange to affix the appropriate property tag.

B. <u>Transfer of Property</u>

From time to time, property may be transferred either from one recipient to another recipient or from a recipient to ADECA. The recipient must obtain approval from the division chief of the original funding source for all such transfers <u>prior</u> to the transfer. Upon the physical transfer, the releasing recipient must complete and forward a custody receipt (PMU-3) to the Property Manager through the appropriate division chief. The Property Manager will return a completed copy of the PMU-3 to the property custodians (both receiving and releasing).

C. <u>Stolen or Destroyed Property</u>

When property is lost, stolen or destroyed, the recipient will complete the report of survey (PMU-4) and submit the original and one (1) copy to the ADECA division chief along with the following documentation:

1. If the property cannot be located, i.e., a complete and thorough search has been made, the Division Chief should immediately be informed and a report prepared detailing the chronological history from the last inventory leading up to the determination that the property is lost. This report should also include a complete description detailing all controls or safeguards exercised by the property custodian.

2. If there has been a theft, i.e., it is clearly evident that the property has been stolen instead of lost, it should be reported immediately to the local authorities. A copy of the police report should accompany the PMU-4.

3. If the property is destroyed by fire, a copy of the local fire marshall's report should accompany the PMU-4. If the property is destroyed by other means, a detailed report which completely explains the incident should be prepared to accompany the PMU-4.

The ADECA division chief will review the PMU-4 and accompanying documentation to determine if the cause was the result of a neglect or willful act and arrange for any approvals at the federal level, if required. If the ADECA division chief does not approve the PMU-4, finding that neglect or willful act by the recipient was the cause, appropriate action should be taken by the ADECA division chief which may require remuneration by the recipient in the amount of the fair market value of the property at the time of the loss. In order to achieve the most effective and efficient operating environment, the ADECA division chief should consider the need to maintain a reasonable balance between the level of control and accountability exercised by the recipient and the resulting benefits to be derived by the additional procedures that could have provided for better control and accountability of the property.

The original PMU-4 and copies of all supporting documentation will then be forwarded to the ADECA Property Manager who will have the property deleted from the records and maintained on file for review by the Examiners of Public Accounts.

D. Disposition of Property

Property which was purchased in whole or in part with federal and/or state funds through a grant award from ADECA, may be traded or sold only when such action is taken in accordance with the provisions of this manual. Prior to taking any action to dispose of property, the recipient must obtain the written approval of ADECA. Approval may be obtained by the submission of a request to the division administering the funded project. The division chief, after giving consideration to federal regulations governing the disposition of property, will coordinate with the Property Manager and issue disposition instructions to the recipient. If so instructed, authority is granted to sell the property in accordance with Section II, paragraph B (1) (d), of this manual and to reimburse ADECA an amount computed by applying the percentage of federal participation to the sales proceeds.

After disposition of the property, in accordance with the instructions from ADECA, the recipient completes a Property Disposition Report (PMU-6). The PMU-6 is then forwarded to the division administering the funded project. If any refund of recipient funds is required as a result of the disposition of the property, the recipient shall prepare a refund check in the amount due and forward the refund check to ADECA for processing in the same manner as for other refund checks from recipients.

The division chief will review the PMU-6 and supporting documents from the recipient to determine if disposition instructions were followed. The division chief should resolve with the recipient any discrepancies or problems with the documents or applicable refund. When this process is completed, the PMU-6 and any supporting documentation should be forwarded to the Property Manager, along with records to support compliance with federal regulations governing the disposition of property where applicable. PMU personnel will update the property records accordingly.

E. Property Records

Recipients shall maintain current inventory records of all property, acquired in whole or in part with funds provided by ADECA. The records shall provide, at the minimum, the following information:

- Sequence number (assigned/affixed by ADECA);
- Recipient property number (assigned by recipient);
- Description of the property;
- Manufacturer's serial number and model number;
- Source of the property including grant, subgrant, contract, or other agreement number;
- Whether title is vested in the recipient or ADECA;
- Acquisition date;
- Unit acquisition cost;
- Percentage of federal participation in the original project or program;
- Location of property; and
- Condition of property.

Recipient property custodians shall determine the location, use, condition, continued need, and shall update property records, as appropriate.

The recipient shall develop and implement a control system to ensure adequate safeguards to prevent loss, damage, or theft of property. The Property Manager may verify the existence of property and the accuracy and completeness of property records through on-site inspections.

At the division chief's discretion, more restrictive requirements may be imposed on recipients through grant language, regulation, or policy. However, these requirements are not incorporated into this manual.

F. Inventory Verification

ADECA shall confirm that a physical inventory is conducted by the recipient. While the recipient is responsible for conducting an inventory at least once annually, ADECA shall be required to certify recipient inventories, preferably annually, but at least once every two years. The results of the inventory will be used to reconcile ADECA property records with those of the recipient. The certification will be accomplished when the Property Manager forwards a Inventory of Nonconsumable Personal Property Listing to the property custodian. Two copies of this listing (computer printouts) will be transmitted to the recipient. The recipient will be responsible for physically counting the items, noting any changes or discrepancies, and signing a certification statement on the listing. A signed and completed copy of the listing should be sent to the ADECA Property Manager generally within ten (10) days of receipt. If the ten day deadline cannot be met, the recipient should notify the Property Management Unit.

The PMU will reconcile recipient inventory records using the Inventory Listing returned by the recipient. Any noted discrepancies are brought to the attention of the division chief for resolution with the recipient. The division chief will forward to the Property Manager any necessary documents in order to resolve any discrepancies. The PMU will then update the recipient property records.

IV. SUMMARY OF PROPERTY CUSTODIAN RESPONSIBILITIES

The following is a checklist of responsibilities, previously mentioned in different sections of this manual. It is important that all property custodians become thoroughly familiar with each of these responsibilities and be governed accordingly:

- Accept fiscal responsibility for the property in one's custody.
- Develop a system that ensures adequate safeguards to prevent loss, damage, or theft of property.
- Maintain a printout of all items of property whose condition and location are currently updated.
- Investigate and resolve the differences, if necessary, between returned Inventory of Nonconsumable Personal Property Listings and ADECA property records.
- Complete a Custody Receipt (PMU-3) when transferring or loaning property.
- Initiate a Report of Survey (PMU-4) when property is lost, stolen, or destroyed.

Additional requirements for property custodians:

(a) Submit a completed Recipient Material Receipt (PMU-1) and copy of the vendor invoice to the program manager upon the receipt of property.

(b) Submit a completed Custody Receipt (PMU-3) to the program manager when an item of property is transferred to another property custodian.

(c) Submit a completed Report of Survey (PMU-4) to the program manager when property is lost, stolen, or otherwise destroyed.

(d) Complete and return the Inventory of Nonconsumable Personal Property Listing upon receipt from the ADECA Property Manager.

(e) Submit a completed Property Disposition Report

(PMU-6) to the program manager after disposing of property in accordance with disposition instructions.

V. SUMMARY OF DIVISION CHIEF RESPONSIBILITIES

The division chiefs are responsible for ensuring the accuracy and validity of all property purchased by their recipients. Responsibility for compliance with the ADECA Recipient Property Management Manual may be delegated to an appropriate program manager; however, approval authority and overall responsibility rest with each division chief. The following is a summary of those responsibilities:

- Upon receiving the Recipient Material Receipt (PMU-1) from the recipient, review the information on the PMU-1 and the information contained in the agreement file to determine if property purchased is authorized and otherwise correct within the scope of the agreement.
- Coordinate all financial matters with the ADECA Fiscal Management Section who will complete a corresponding Property File Input Document (PMU-2) and forward the PMU-1, PMU-2, and a copy of the vendor invoice to the ADECA Property Manager.
- Upon receiving a Custody Receipt (PMU-3) from a recipient for a loan/transfer, forward the PMU-3 to the Property Manager.
- Upon receiving a Property Disposition Report (PMU-6), signify approval, if appropriate, and forward to the ADECA Property Manager.
- Upon receiving a Report of Survey (PMU-4), signify approval and forward the PMU-4 along with the appropriate documentation to the ADECA Property Manager.

In addition, each ADECA division chief is solely responsible for compliance with applicable federal regulations, ADECA policies or procedures, or state regulations which implement requirements for the administration of property purchased through agreements for the purpose of operating ADECA sponsored programs/projects by recipients.

VI. SUMMARY OF ADECA PROPERTY MANAGER RESPONSIBILITIES

The Property Manager is responsible for maintaining accurate and complete property records in accordance with state law and applicable Federal regulations and providing overall management and oversight in property matters. In fulfilling these responsibilities, the Property Manager shall:

- Be responsible for all additions, transfers, or deletions recorded to the ADECA property system and for compliance with state law concerning ADECA property management.
- Be responsible for verifying ADECA recipient physical inventories, preferably on an annual basis, but at least once every two years.
- If requested, advise ADECA officials on all property matters.
- Not be responsible for compliance with applicable federal regulations, ADECA policies or procedures, or state regulations which implement requirements for administering property purchased through agreements for the purpose of operating ADECA sponsored programs by recipients. This responsibility rests with each ADECA division chief. If however, the ADECA Property Manager becomes aware of any property compliance issue, he shall notify the appropriate ADECA division chief.
- Responsible for developing and issuing policy letters in order to clarify and facilitate using the ADECA Recipient Property Management Manual. These letters will be maintained with the manual and referred to in all matters concerning property management.

APPENDIX

Exhibit Number	Exhibit Name
1	Recipient (Contractor) Material Receip (PMU-1)
2	Property File Input Document (PMU-2)
3	Custody Receipt (PMU-3)
4	Report of Survey (PMU-4)
5	Inventory of Non-Consumable Personal Property
6	Property Disposition Report (PMU-6)

ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS (ADECA)

PROPERTY MANAGEMENT UNIT

SUBRECIPIENT MATERIAL RECEIPT (PMU-1)

Grant Number

Subrecipient

Address

Vendor

Address

Subrecipient Phone

Date Received

Property Location Address
(if different from above)

Contact Person:

Phone Number:

Description	Qty	Manufacturer	Serial/VIN Number	Unit Price	Total Price	Grant Funds Amount	Cond
					0.00		Good
					0.00		Good
					0.00		Good
					0.00		Good
					0.00		Good
					0.00		Good

I hereby certify that I have received and checked the items listed above and that they are of the type, quantity, and condition noted.

Received By

Phone

Signature______________________________

Date

ADECA
PROPERTY MANAGEMENT UNIT
PROPERTY FILE INPUT DOCUMENT

INPUT DATE: __/__/__

DOCUMENT TYPE: |__| (A,C,D)

AUTHORIZATION: __________

INITIAL: ________

SEQUENCE NUMBER: |__|__|__|__|__|__|__|__|__|

PROPERTY OWNER: |__|

PERCENT OF FEDERAL FUNDS: |__|__|__|

ORGANIZATION CD: |__|__|__|__|__|__|

FUND NUMBER: |__|__|__|__|__|__|

SOURCE OF FUNDS: |__|__|__|__|__|__|__|__|__|__|

COST: |__|__|__|__|__|__|

DESCRIPTION: |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

MANUFACTURER: |__|__|__|__|__|__|__|__|__|__|

MANUF. SERIAL #: |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

FINISH: |__|

MATERIAL: |__|

CONDITION: |__|

PURCHASE DATE: |__|__|__|__| (MMYY)

ITEM CODE: |__|__|__|__|__|__|

LOCATION CODE: |__|__|__|__|__|

RECIPIENT CODE: |__|__|__|__|

REC.PROPERTY #: |__|__|__|__|__|__|__|__|__|__|

AGREEMENT #: |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

PURCHASE ORDER: |__|__|__|__|__|__|__|__|__|__|

ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
PROPERTY MANAGEMENT UNIT
CUSTODY RECEIPT

(Complete All Items)

Date: ____________________

ADECA Prop. #	Bar-code Number	Serial Number	Item Description
*****	*****	*****	**Last Item**

Note: Place "Last Item" after the last item in the list.

Released By: ____________________
(Organization/Location)

Signature: ____________________
(Property Custodian)

Remarks:
Permanent Transfer

I certify that the above listed property is under my control and will remain so until relieved by coordination with the Alabama Department of Economic and Community Affairs Property Manager.

Received By: ____________________
(Organization/Location)

Signature: ____________________
(Property Custodian)

Property Manager Acknowledgment

________ ________
Initials Date

PMU-3

PROPERTY MANAGEMENT UNIT

REPORT OF SURVEY

1. ADECA Division/Recipient ______________________

2. Address ______________________

____

____

3. Property Custodian ______________________

4. Telephone No. __________

5. Fund No./Agreement No. __________

6. Description	7. Acquisition Cost	8. ADECA Property No.	9. Reason (Descri on additional page as necess

10. ADECA Division/Recipient ______________ Date __________

To Be Completed by State Office Personnel:

11. Division Chief Approval ______________ Date __________

12. Prop. Manager Acknowledgement ______________ Date __________

13. DIRECTOR'S APPROVAL ______________ Date __________

14. Comments ______________________

STATE OF ALABAMA
DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
INVENTORY OF NON-CONSUMABLE PERSONAL PROPERTY
FOR

: 2 & 3 DEPT. OF 2002

FUND NUMBER	SOURCE OF FUNDS	COST	F M C	PURCH DATE	ITEM CODE	LOCA CODE	REC CODE	RECIPIENT PROP. NR	AGREEMENT NUMBER	PURCHASE ORDER NR	FED FUNDS
306606	JTPA	$	D	01/84	105601	10202	2002	00147		02082	100%
SCR: COMPUTER II E						MANU-NAME: APPLE			SERIAL NUMBER: 415499		
306606	JTPA	$	D	01/84	101502	10202	2002	274		02074	100%
SCR: DESK,SECRETARIAL RIGHT RETURN						MANU-NAME:			SERIAL NUMBER:		
306606	JTPA	$	D	03/84	104106	10715	2002	00603	PROJECT 41241703	02125	100%
SCR: CALCULATOR, ELECTRONIC, SHARP 1604						MANU-NAME: SHARP			SERIAL NUMBER: 32042EEX		
306606	JTPA	$	D	03/84	104106	10715	2002	00604	PROJECT 41241703	02125	100%
SCR: CALCULATOR, ELECTRONIC, SHARP 1604						MANU-NAME: SHARP			SERIAL NUMBER: 32042EEX		
306606	JTPA	$	D	03/84	104106	10715	2002	00605	PROJECT 41241703	02125	100%
SCR: CALCULATOR, ELECTRONIC, SHARP 1604						MANU-NAME: SHARP			SERIAL NUMBER: 3204434X		
306606	JTPA	$	D	05/84	101101	10103	2002	00679	PROJ. NO. 49100300	02156	100%
SCR: CABINET, FILE, LETTER SIZE, 2 DRAWER						MANU-NAME: STEELCASE			SERIAL NUMBER:		
00031	CETA	$	C	06/77	307450	10509	2002				100%
SCR: TOOL KIT ALL TYPES						MANU-NAME:			SERIAL NUMBER: M1523912		

BER OF ITEMS = 7

ITEMS = $1,003,848

I CERTIFY THAT THE ABOVE PROPERTY IS: (1) ON HAND, WITH THE EXCEPTION AS LISTED BELOW (ULTIMATE DISPOSITION DATA MUST BE REPORTED, INCLUDING DATE AND METHOD OF DISPOSAL), (2) CURRENTLY UTILIZED AND STILL NEEDED FOR ITS INTENDED PURPOSE, (3) UNDER MY CONTROL AND WILL REMAIN SO UNTIL COORDINATED ACTION IS TAKEN WITH THE ADECA PROPERTY MANAGER. I UNDERSTAND THAT PROPERTY PURCHASED IN WHOLE OR IN PART WITH FEDERAL/STATE FUNDS IS ACCOUNTABLE IN ACCORDANCE WITH APPLICABLE FEDERAL/STATE RULES AND REGULATIONS PERTAINING TO PROPERTY MANAGEMENT STANDARDS (OMB "COMMON RULE" OR ITS EQUIVALENT)

SIGNATURE: ____ DATE: ______________

TITLE: ________________________________ TELEPHONE NUMBER: ______________

ADDRESS: ____

(NOTE: EXCEPTIONS SHOULD BE LISTED BELOW AND INCLUDE ALL DISPOSAL DATA)

ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
PROPERTY MANAGEMENT UNIT
PROPERTY DISPOSITION REPORT

1. ADECA Property Number ______________________

2. Property Description ______________________

3. Ser. No. ____________ 4. Recipient Prop. No. ____________

5. Date Acquired ____________ 6. Original Cost ____________

7. % Federal Funds ____________ 8. Disposition Date ____________

(Complete Part A if traded, or Part B if sold)

Part A

****

9. New Property Acquired ______________________

10. Ser. No. ____________ 11. Recipient Prop. No. ____________

12. Acquisition Cost ________ 13. Trade-In Allowance ____________

Part B

****

14. Selling Price ____________ Note: Describe the method used to determine the current value and submit refund check to reimburse ADECA share with this report.

****

15. Recipient Name ______________________

Address ______________________

16. Typed Name of ______________________
(Authorized Representative)

17. Signature ______________________ Date ____________

Approval: ______________________ ______________________
ADECA Division Chief ADECA Property Manager