

Procurement & Property Division Policy Memorandum

Subject: Controlling Non-Accountable Personal Property		Number: 221.1-01
Distribution: ARS: AAOs PAOs PMOs BPMS CR NPS NAL IS AFM NASS ERS CSREES OTT OIRP	Date: 7/28/97	This Replaces: N/A

Background

The Department raised the threshold level for accountable personal property to \$5,000.

Policy Guidance

Non-accountable property is personal property with an original acquisition cost less than \$5,000 and does not meet the criteria for sensitive property. Non-accountable property is not included in official property records or official inventories. Keep records and other documentation of non-accountable property to the minimum necessary for management information.

Due to the large volume of non-accountable property, it is impractical to maintain individual records/lists for tracking non-accountable property. This memorandum cancels the suggestion to maintain the lists suggested in ARS Manual 221.1, Personal Property and Motor Vehicle Management, under "Helpful Hints for Controlling Non-Accountable Property" (pages 17 & 18).

Action Required by
Accountable Property
Officers

Ensure that non-accountable property items are kept under reasonable control to ensure proper utilization and provide protection against theft or misuse. Follow current procedures when disposing of all personal property, regardless of acquisition cost.

As a management tool, accountable property officers may want to maintain a copy of their current inventory prior to the mass deletion of property records under the \$5,000 threshold level.

PPD Point of Contact

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Approved:

_____/s/_____
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