



**United States Agency for International Development
West Bank and Gaza Mission**

January 27, 2004

REF: 2002-WBG-004b

TO: See attached list of Recipients

SUBJECT: Government Non-Expendable Property Management (NXP)

REF: 22 CFR 226.30 through 37

Dear Chief of Party:

The purpose of this letter is to provide all grantees with a reminder of your duties and responsibilities regarding the physical inventories of equipment to be taken at least once every two years and submitted to the Office of the Controller and your Cognizant Technical Officer.

Our records reflect that the majority of our partners are behind in this requirement.

As a reminder, the language of the regulation is as follows:

“(f) The recipient's property management standards for equipment acquired with Federal funds and federally-owned equipment shall include all of the following.

(1) Equipment records shall be maintained accurately and shall include the following information.

- (i) A description of the equipment.
- (ii) Manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number.
- (iii) Source of the equipment, including the award number.
- (iv) Whether title vests in the recipient, the Federal Government, or other specified entity.
- (v) Acquisition date (or date received, if the equipment was furnished by the Federal Government) and cost.
- (vi) Information from which one can calculate the percentage of Federal participation in the cost of the equipment (not applicable to equipment furnished by the Federal Government).
- (vii) Location and condition of the equipment and the date the information was reported.

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71 Hayarkon St.
Tel. 972-3-5114848
Fax. 972-3-5114888

Jerusalem: American Consulate General
P.O. Box 290
Tel. 972-2-6227230
Fax. 972-2-6259484

- (viii) Unit acquisition cost.
- (ix) Ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value where a recipient compensates USAID for its share.

(2) Equipment owned by the Federal Government shall be identified to indicate Federal ownership.

(3) A physical inventory of equipment shall be taken and the results reconciled with the equipment records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the difference. The recipient shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment.”

To ensure compliance, please provide the requisite information to the appropriate parties at USAID/West Bank & Gaza no later than March 15, 2002, if you have not done so within the past year.

Sincerely,

(Signature on file)

Erin Elizabeth McKee
Agreement Officer