

Procurement & Property Division Policy Memorandum

Subject: Personal Property Physical Inventory Status			Number: 221.1-3
Distribution: ARS: AAO's APMO's	Date: Mar 7, 2000	This Replaces: N/A	

Background

Department regulations require agencies to conduct personal property physical inventories every 2 years or when there is a change in accountable property officers (APO's). Property Management Officers (PMO's) are responsible for ensuring that all APO inventories remain current. Area Property Management Officers are responsible for monitoring Area inventories to ensure that all are current.

Policy Guidance

To comply with departmental regulations and maintain current inventories, PMO's will routinely review the PROP28 Report, PMO and AO Name, Address, and Inventory Status, and monitor the inventory status.

PPD will also monitor the inventory status to ensure Area inventories are current.

Action Required by REE PMO's

Quarterly, PMO's will review the PROP28 report and ensure that APO's complete the inventory process before inventories become delinquent. PMO's will promptly reconcile inventory records according to the procedures in REE P&P Manual 221.1, Section 4, Physical Inventories. PMO's must also update the current inventory date in PMIS/PROP using Screen Number TR05. User's

can generate the PROP28 report through PMIS/PROP, Screen Number RPMU, by the PMO code and sort by either the APO name, APO number, or the inventory date.

PPD Point of
Contact

If you have any questions, please contact Cheryl Brumback on
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Approved:

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