

## INSTRUCTIONS FOR COMPLETING PROPERTY INVENTORY CONTROL FORMS

### SECTION 1

Complete only for all initial inventories, purchases, donations, or shop-built qualifying inventory items.

1. Tag Number — assigned by the inventory control officer at the facility. The tag number is a two-alpha, ten- or eleven-numeric group which identifies the inventoried item. Enter:
  - a. Alpha code; the first two digits of your unit's numeric identification number and a zero.
  - b. Four-digit property type; this number is obtained from the Standard Inventory Classification Codes in the Standard Item Classification for Inventory and Property Control (SICIPC) Manual.  
  
If you cannot locate a property type that clearly identifies the item, use one that most closely identifies and give a very detailed description (see paragraph 2, Description of Property). If nothing seems to be appropriate, call the agency property control officer (PCO) at Business Services.
  - c. The last three digits should start at 001 for each property type and proceed in sequence. Example of tag number: CD 200 3871 010 / CD 200 3871 011
2. Description of Property — a brief but detailed description (maximum of 60 characters) of the item (e.g., swivel chair with oak arms, blue fabric or Sharp calculator, model CS4187). Always use the brand name and model number of equipment as part of the description.
3. Serial Number — number assigned by the equipment manufacturer. This number is often difficult to locate and read; however, it is very important as it is positive identification for property recovery.
4. Source Code — code from page 21 of the SICIPC Manual which identifies the primary source of the item.
5. Cost — total dollar cost of the property. Zero cost is allowed for source code 10 or cellular phones with no cost. Donated property will be entered at fair market value.
6. Cost Code — code from page 21 of the SICIPC Manual which identifies whether cost is known, estimated, or less than \$2,500.
7. Purchase Date — date the facility/unit assumed control of the inventoried item.
8. Unit — two-digit alpha letters followed by the four-digit numeric number for your unit from pages 4-7 of the SICIPC Manual. It can be followed by alpha or numeric characters for a room number or staff name. This number could also be called a location number as it is the number used to identify current location.

<u>Example:</u>	Location Only	XA1000
	Location & Building	XA1071
	Location, Building, Room	XA1071 223A

9. Agency — 13100
10. Grant — applicable federal grant number if federal funds or state match monies were used to purchase the item.

11. Claim Number — if known; inventory forms are to be submitted with invoices for payment or sent directly to the agency PCO at Business Services. The agency PCO will enter the claim number if submitted with the invoice.
12. Claim Year — fiscal year in which payment was processed.
13. Class Funding — three-digit number of the fund against which this purchase is charged.
14. Department — seven-digit account number that corresponds to the fund entered for #13.
15. Purchase Order Number — number of the encumbrance against which this item was purchased.
16. Signature — person submitting the form and/or responsible for the inventory at the unit.
17. Date — current date.

Forward one copy to the agency Property Control Officer at Business Services and retain a file copy.

**SECTION 2** Complete this section when property is transferred to another facility/unit.

1. Tag Number — identifying tag number of the item being transferred.
2. Transferring Unit — unit identification number of the transferring unit from pages 4-7 in the SICIPC Manual (e.g., XA1000)
3. Receiving Unit — unit identification number of the receiving unit from pages 4-7 in the SICIPC Manual (e.g., CF3100)
4. Signature — person submitting the form and/or responsible for inventory at the unit.
5. Date — current date.

Forward one copy to the receiving unit and retain a file copy. The receiving unit will complete section three and retain a file copy, then forward a copy to the agency PCO at Business Services. The agency PCO will enter the transfer into FAIS and return a copy to the transferring unit and the receiving unit.

**SECTION 3** Complete this section when property is received from another facility/unit. Use the form forwarded with transferred item.

If you have a piece of equipment that has an inventory control number, but does not show up on your inventory report from the PCO, fill out section three for that piece of equipment.

1. Tag Number — identifying tag number of the item received. **Please note:** tag numbers do not change when an item is transferred. This number will always be the same as the tag number in Section 2.
2. Receiving Unit — numeric number for your unit from pages 4-7 in the SICIPC Manual (e.g., CF3100).
3. Signature — person receiving the property and/or responsible for inventory at this unit.
4. Date — date property was received.

Forward one copy to the agency PCO at Business Services and retain a file copy. The PCO will enter the transfer into FAIS and return a copy to the transferring unit and the receiving unit.

**SECTION 4** Complete this section on dispositions of equipment.

1. Tag Number — tag number of the item.
2. Unit Number — number for your unit from pages 4-7 in the SICIPC Manual (e.g., XA1000)
3. Disposition Code — two-digit code from page 15 that identifies the reason for disposition of the item.
4. Disposition Date — date the disposition occurred.
5. Signature — person responsible for inventory at the facility/unit/region.
6. Date — date inventory officer signs.
7. Unit Head Signature — For the following disposition codes, the signature of the facility/unit head/deputy administrator is also required (i.e. wardens at the facilities, facility administrators and administrators of Agri-Services and Oklahoma Correctional Industries):

04	Missing
06	Stolen
16	Damaged due to vandalism, burglary, or arson
17	Lost due to vandalism, burglary, or arson
18	Loss due to acts of God
20	Unidentifiable
8. Date — date facility/unit head/administrator signs.

Forward one copy to the agency PCO at Business Services.