




STATE OF ALABAMA DEPARTMENT OF
PUBLIC HEALTH

Donald E. Williamson, MD
State Health Officer

March 5, 2004

MEMORANDUM

TO: ADPH Employees

FROM: Donald E. Williamson, M.D. 
State Health Officer

SUBJECT: ADPH Property Management

The Alabama Department of Public Health purchases equipment necessary to accomplish its mission to provide high quality and professional services for the improvement and protection of the public's health. By law, the Department is required to maintain certain standards related to property. All Department employees share in this responsibility. The **ADPH Property Inventory Manual** establishes policies, which will reduce the time to complete accurate inventories, identify lost property sooner, reduce the number of State Auditor's exceptions and reduce the number of Examiner's findings.

All employees are responsible for exercising reasonable care to protect and maintain property assigned to them to do their jobs. Each Department employee is responsible for property in his/her custody or control. In addition, they are expected to notify their supervisor if assigned property is removed from their custody without proper documentation. Missing or moved property must be identified as soon as possible so proper documentation of a transfer or theft can be initiated. If an employee's negligence causes the loss or damage of assigned property, the employee will be expected to reimburse the State for its value.

The policies contained within the **ADPH Property Inventory Manual** become effective immediately. I thank each of you for your continued dedication and commitment to the Department.

ADPH

Property Inventory Manual

Points of Contact

This Property Inventory Manual is designed to assist Alabama Department of Public Health (ADPH) employees in understanding the policies and procedures which were developed and issued by ADPH regarding the maintenance of inventory.

The on-line version of the policies and procedures maintained by ADPH is available at www.adph.org.

Assistance in locating information can be obtained from:

Title	Phone Number
Director, Property Team	(334) 274-1143
Department Property Manager	(334) 274-1143
Property Acquisition Clerk	(334) 206-5506
Property Clerk	(334) 288-5038

ADPH

Property Inventory Manual

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1.1 Purpose

The purpose of the Alabama Department of Public Health (hereinafter referred to as the Department) Property Inventory Manual is to provide employees with basic policies and procedures for accountability and control of all State property assigned to each property unit within the Department. These policies and procedures apply to all employees of the Department.

These procedures will help ensure inventory functions are performed correctly and will assist in the training of new employees.

It is the responsibility of every employee of the Department to adhere to the established property management policies and procedures.

1.2 Developing and Issuing Policy

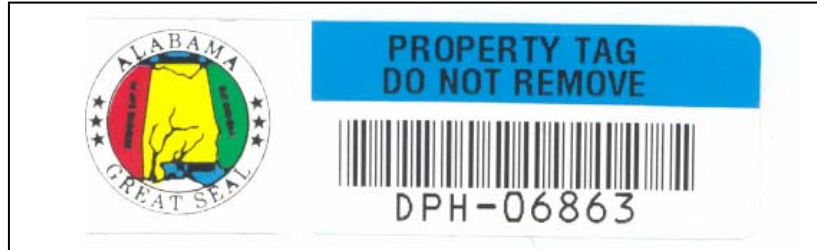
Policy is developed, issued, and implemented in response to changes and revisions in internal policy, as well as State and Federal laws and regulations.

Department employees should contact the Department Property Manager for policy updates and extra copies of this manual. The Unit Property Manager will maintain the ADPH Property Inventory Manual for the unit and will update sections as new policies are issued.

2.1 State Property

State property is characterized as reportable or non-reportable and is labeled with a blue property tag or a green property tag respectively. For the purposes of this manual, any reference to “property” refers to “reportable state property”, unless specifically stated otherwise.

- **Reportable** state property is defined as property whose purchase price is equal to or greater than \$500.00 and is identified with a **blue** property tag.



- **Non-reportable** state property is defined as property whose purchase price is under \$500.00 and is identified with a **green** property tag.

Each property unit maintains a supply of **green** property tags which may be obtained from the Property Team.



2.2 Personal Property

Personal Property is any property belonging to an individual employee regardless of monetary value (e.g., pictures, radios, candy dishes, etc.).

For ownership identification purposes, personal property brought to the work site will be labeled or marked, "***Personal Property of (Your Name)***".

Since personal property belongs to the individual employee, this type of property does not enter into the ADPH Property Inventory System. Therefore, no further information regarding employee personal property will be found in this manual.

Any questions, comments or concerns regarding personal property should be directed to the Unit Property Manager.

ADPH

Classifications and Responsibilities

Section 3

3.1 Director, Property Team

- Assists State Health Officer in notifying State Auditor of departure or change of Department Property Manager.
- Develops and maintains Department property procedures.
- Ensures a complete physical inventory is performed annually on all Department property by Unit Property Managers.
- Provides State Auditor with reports, listing property and an explanation of any differences between current and previous year's inventory.
- Schedules and conducts annual verification of unit inventories.

3.2 Department Property Manager

- Supervises Property Team.
- Ensures Record Retention schedules that relate to the property system are followed.
- Authorizes disposal of surplus property for the Department.
- Authorizes inter-departmental transfers.
- Processes non-routine disposals.
- Maintains titles for vehicles.
- Issues replacement blue property tags.
- Issues green property tags to Unit Property Managers.
- Performs inventories at the request of the Director, Logistics Division.
- Ensures all deletions and changes submitted have been entered into the Property Inventory System.
- Issues temporary permits for surplus property purchases.

3.3 Property Team

- Performs annual physical verification of inventories.
- Updates and maintains property database records.
- Picks up and turns in surplus property.

3.4 Unit Property Manager

- Is designated as the contact person for the property of each unit or county, by the Administrator of the Property Unit, and is often the Office Manager in the county offices.
- Ensures policies regarding the acquisition, transfer and disposition of property are followed.
- Conducts a comprehensive annual inventory.

- Notifies Department Property Manager when the Unit Property Manager leaves, conducts an inventory, and updates the Property History Cards to reflect the change of Unit Property Manager.
- Ensures property assigned to employees is inventoried prior to the employee's departure, including updating the Property History Cards with the new property custodian's signature.

3.5 Financial Services - Property Acquisition Clerk

- Assigns property numbers for new property.
- Updates database to reflect new property data obtained from Property History Cards.
- Establishes new property database records and sends supporting documentation and Property History Cards to Department Property Manager.

3.6 Property Custodian

- Is responsible for the care, maintenance and proper use of all assigned property (e.g., you are the property custodian of your desk, computer, etc.).
- Ensures signatures on Property History Cards are updated when there is a change in property custodian.
- Obtains signatures on copied Property History Cards in the case of temporary transfer of custody to another employee.
- Maintains copies of Property History Cards for all assigned property.
- Reports to the supervisor or Unit Property Manager any property not returned or received within a promised timeline.
- Reports any theft, damage or unusual occurrences to the Unit Property Manager. In the event of lost property, the property custodian will be required to obtain proper documentation, as required by the Unit Property Manager.

Acquisitions of State Property

Section 4

4.1 Purpose

This section sets forth the policies, responsibilities and procedures for establishing and maintaining control of property.

4.2 General Information

As with any State agency, the Department is required to procure, use, and control property in accordance with State and Federal laws and regulations.

Property can be acquired through:

- Purchases
- Donations
- Transfers of custody
- Warranty/Service Contract Replacements

All acquisitions added to the Property Inventory System are reported to the State Auditor once a month by the Property Acquisition Clerk.

Property acquired to meet the requirements of a contract or grant for use by non-departmental entities, such as contract agencies, will be added to the Department funding unit's inventory.

In the examples below, the property is State property. The Department funding unit will be the original custodian and is responsible for complying with all policies and procedures in this manual including maintaining accurate Property History Cards (PHCs) for the property and verifying inventory during the annual inventory process outlined in Section 6.

Example 1 – An ADPH program provides computers to contract agencies.

Example 2 – An ADPH program reimburses a contract agency for the purchase of a computer used to fulfill contract requirements.

4.3 Policies and Responsibilities

A property custodian is designated as "accountable" when property is assigned for custody and use. Each employee of the Department, to which state Property is assigned, will sign as the property custodian for that property. In the event of damaged or lost property due to negligence on behalf of the property custodian, the property custodian will be held financially responsible.

4.4 Procedures

A) *Purchases*

- Send a requisition to Finance.
- The Property Acquisition Clerk sends a **blue** property tag, along with a copy of the Purchase Order to the Unit Property Manager.
- When new property is received, it must be verified against the Purchase Order by the receiving property unit and labeled with the **blue** property tag.
- The receiving property unit must complete a Material Receipt. An example of a Material Receipt can be found in Appendix A.
- A Property History Card (PHC) should be created by the receiving property unit using information from the property and NOT from the purchase order, invoice or packing slip. Be sure to obtain the property custodian's signature. An example of a PHC can be found in Appendix B. Examples of common PHC usage can be found in Appendix C.
- The receiving property unit sends a copy of the PHC, the original Material Receipt, and original invoice (if available) to the Procurement section of ADPH.
- If you do not receive a property tag for any new property, contact the Property Acquisition Clerk.

**Permission to purchase surplus property, for departmental use, from
Alabama Department of Economic and Community
Affairs (ADECA) must be obtained from
the Property Acquisition Clerk.**

B) *Donations*

- Send a memorandum to the State Health Officer requesting approval to receive donated property.
- After receiving approval from the State Health Officer, complete a donation letter. The Department's donation letter can be found in Appendix D. Give the original donation letter to the donor. The receiving property unit retains a copy of the donation letter.
- After receiving the donated property, complete a PHC and send a copy of the PHC and donation letter to the Property Acquisition Clerk.
- The Property Acquisition Clerk assigns a property number and adds it to the PHC.
- The Property Acquisition Clerk returns a property tag and a copy of the donation letter to the receiving property unit.
- The Property Acquisition Clerk sends a copy of the supporting documentation and the annotated PHC to the Department Property Manager.
- The Unit Property Manager of the receiving property unit attaches the property tag to the property and adds the property number to the original PHC.

C) *Transfers of Custody*

The two most common ways in which custody of property can be permanently transferred are between property units and within a property unit. To transfer property between State agencies, contact the Department Property Manager.

Examples of transfer of custody PHCs can be found in Appendix C.

Transfers of Custody – Between the Department's Property Units

Use the Property History Card to transfer property between units.

The Unit Property Manager of the losing unit:

- Obtains the signature of the gaining unit's representative on the next signature line in the custodian section of the PHC.
- Signs and dates on "RELEASED BY" line at the bottom of the PHC.
- Obtains signature from the gaining unit's representative in the "RECEIVED BY".
- Gives a copy of the signed PHC to the gaining unit's representative along with the property.
- Retains the original PHC and sends a copy to the Department Property Manager.

The Unit Property Manager of the gaining unit:

- Creates a new PHC, which reflects the new location and all property specific data.
- Obtains property custodian's signature and date on the first line in the custodian section of the PHC.

The Department Property Manager will provide both the gaining and losing units confirmation of the property transfer.

Transfers of Custody – Within Property Units

Use the Property History Card to transfer property within a unit.

- The new custodian signs and dates the next line of the PHCs custodian section.
- A copy of this transfer of custody is then sent to the Department Property Manager.

Temporary Transfers of Custody

Use a photocopy of the Property History Card to temporarily transfer property.

- The Property Custodian obtains the temporary custodian's signature on the photocopy.
- The Property Custodian maintains the photocopy of the PHC with original signature and gives the temporary custodian a duplicate of the photocopy.
- When the temporary custodian returns the property, the permanent Property Custodian signs the next line in the custodian section of the photocopy with original signature. The Unit Property Manager will maintain this permanent record of the temporary property transfer with the original PHC. The Unit Property Manager gives the temporary and permanent custodians duplicates of this record copy which will serve as their confirmation of the completed temporary property transfer.

D) Warranty/Service Contract Replacement

If the damaged property is computer equipment, contact the Help Desk at 334.206.5268 for assistance. CSC may want to add policy specific to Computer Services.

- Send damaged property for repair via insured mail, UPS, Fed Ex, or other reliable means of traceable courier service.
- Retain copy of all documentation including shipping receipt and attach to copy of PHC.

Property Repaired

- Confirm that it is operable and that it is the property that was sent for repair (i.e., confirm that the serial number is correct).
- If the property tag is damaged, worn or removed,
 - Request a replacement property tag from the Department Property Manager who will update property inventory system with new identifying information.
 - Update PHC with new scan number from replacement property tag.
 - Send copy of updated PHC to the Department Property Manager.
 - Attach replacement tag to the repaired property.
- Update the PHC with the new custodian's signature.

Property Not Repaired

- Confirm that it is the property that was sent for repair (i.e., confirm the serial number is correct).
- Dispose of this property following the routine disposal guidelines described in Section 5.4B of this manual.

Property Replaced

- Confirm that it is a suitable replacement.
- Update PHC with model number and serial number of replacement property. NOTE: The replacement property retains the original property tag number. Do not alter that area of the PHC.
- Send copy of updated PHC to the Department Property Manager and request a replacement property tag.
- The Department Property Manager issues a replacement tag and updates property inventory system.
- Attach replacement property tag to the replaced property.
- Update PHC with the new custodian's signature and new scan number.

Property Not Returned

- Use all retained paperwork (e.g., shipping documents and correspondence describing the condition of the property, etc.) to support a non-routine disposal request.
- Contact Department Property Manager for disposition (See Section 5.4C).

5.1 Purpose

The purpose of this section is to outline policies and procedures for the disposal of property.

5.2 General Information

Unit Property Managers will determine when property is to be removed from inventory because the property has become surplus, obsolete, damaged or worn. Prompt reporting and removal of such property is necessary to maintain an accurate inventory of usable property.

5.3 Policies and Responsibilities

Property that is no longer of use to the Property Custodian should be promptly turned-in to the Unit Property Manager. After updating the PHC with the Unit Property Manager's signature, the Unit Property Manager may proceed with property disposal.

The Department Property Manager has sole responsibility for determining the appropriate disposal of all surplus property. No property unit or individual should make or authorize any disposal of property without prior approval from the Department Property Manager.

5.4 Disposal Actions and Procedures

5.4.1 Disposal of Non-reportable State Property

- a. The Unit Property Manager completes Form ADPH-HF-30/Rev 10/93, Property Transfer Report (Exhibit A). The Unit Property Manager signs in the “Released by” field, retains a copy of the Property Transfer Report, and forwards the original to the Department Property Manager.
- b. The Department Property Manager receives the item(s), verifies the Property Transfer Report information and signs the “Received by” field. The Department Property Manager provides a photocopy of the signed Property Transfer Report to the losing Unit Property Manager.
- c. The Department Property Manager completes a Form SD-1 and provides it to the Property Division (State Auditors). The Property Division approves the Form SD-1, retains the white (original) copy, and then forwards copies to the Department Property Manager for distribution to the losing Unit Property Manager.

5.4.2. Disposal of Reportable State Property

- a. If property is declared surplus, and is to be turned in to a State Surplus Center, or Scrapped On Site, the action is considered “Routine”. A Form SD-1 must be completed by the ADPH Property Manager, and forwarded to ADECA State Surplus for processing and approval.
- b. If property is lost, stolen, destroyed, or involves an administrative action; e.g., transfer to another state agency, bookkeeping error, retirement gift, removal of fixture from account, etc., and therefore not declared surplus, the action is considered “Non-Routine”. A Form SD-1 must be completed by the ADPH Property Manager and forwarded to the Property Division for processing and approval.
- c. For “Non-Routine” actions, agencies must provide the Property Division with a complete explanation of circumstances and events. This information should be in the form of an affidavit (example attached) or letter of explanation attached to the Form SD-1. If space permits, the explanation may be typed on the Form SD-1. Explanations are not required for transfers.

5.4.3 Deletions

Deletions for the property account must be completed on Form SD-1. When property is lost, stolen, destroyed, scrapped, transferred, or declared surplus, the property inventory records must be adjusted using the following procedures:

State Auditor Number	Assigned through Protégé – for more information call the ADPH Property Team 334-288-5038.
Date	Date State Auditor Number Requested
Transferred From	Name of agency disposing of property
Transferred To	Name of agency receiving property
Quantity	Number of items disposed of
Alabama Number	Enter property inventory number
Description	Include serial number, model, date purchased, and cost
Condition	New, good, fair, poor or scrap
Funding Information	Enter percentage paid from state and federal funds
Fund Account	Enter fund code used to purchase item(s). If left blank, proceeds from sale will revert to general fund.
Approved	Leave Blank
Released by	Signature and Title of property manager, and date on all copies
Received by	Leave Blank (For direct transfer, receiving property manager signs, dates and assigns receiving agency new property number

5.4.4 Disposal Procedures

The disposal procedure implemented by the Property Manager is based on the Reason for disposal as outlined below:

DISPOSAL	Procedure Number
Auto Wreck	4
Burglary (Forcible)	4
Bookkeeping/Administrative Error	3
Damaged	4
Destroyed (fire, flood, accident, vandalism, etc.)	4
Fixture (attached to state owned building)	2
Lost (vanished)	4
Scrap on Site	1
Stolen (other than burglary)	4
Transfer to another agency	5
ADECA State Surplus	6

a. Procedure 1: Scrap on Site

1. Unit Property Manager provides the information to complete Form SD-1(Exhibit B) and a letter of justification to the ADPH Property Manager.
2. ADPH Property Manager completes Form SD-1 and forwards it with letter of justification to the Property Division. Surplus Property Center requires the signature of the ADPH Property Manager and his supervisor on the Form SD-1.
3. The item to be scrapped may be viewed by a representative of state surplus before approval to scrap is given. A copy of the approved Form SD-1 will be returned to the Property Division and the ADPH Property Manager.
4. The Department Property Manager disposes of the item.
5. The Property Division and the ADPH Property Manager will remove the item from inventory. The ADPH Property Manager will notify the Unit Property Manager when the item has been removed from inventory.

b. Procedure 2: Fixture Attached to State Building

1. Unit Property Manager provides the information to complete Form SD-1 (Exhibit C) and a letter of justification to the ADPH Property Manager.
2. ADPH Property Manager completes Form SD-1 and forwards it with letter of justification to the Property Division.
3. A member of the Property Team will verify on site that the item is a fixture.
4. Upon verification the Form SD-1 will be approved and a copy returned to the ADPH Property Manager.
5. The Property Division and the ADPH Property Manager will remove the item from inventory. The ADPH Property Manager will notify the Unit Property Manager when the item has been removed from inventory.
6. ADPH Property Manager delivers a copy of the approved Form SD-1 to the ADPH Accounting Division so that the cost

of the fixture can be added to the cost of the appropriate building.

c. Procedure 3: Bookkeeping/Administrative Error

1. Unit Property Manager provides the information to complete Form SD-1 (Exhibit D) and a letter of justification to the ADPH Property Manager.
2. ADPH Property Manager completes Form SD-1 and forwards it with letter of justification to the Property Division.
3. Documents are examined by the Property Division, the Form SD-1 approved, and a copy returned to the ADPH Property Manager.
4. The Property Division and the ADPH Property Manager will remove the item from inventory. The ADPH Property Manager will notify the Unit Property Manager when the item has been removed from inventory.

d. Procedure 4: Auto Wreck, Burglary, Damaged, Destroyed, Fire, Flood, Lost, Stolen, and Storm

1. The responsible individual shall obtain a Police, Fire, or Incident Report as appropriate, prepare a statement of circumstance, and deliver this documentation to the Unit Property Manager.
2. The Unit Property Manager will attach the property description and cost to the documentation and forward it to the Area Administrator/County Manager/Unit Director/Department Head (hereinafter referred to as Unit Director).
3. The Unit Director shall review the documentation and make a recommendation to the Public Health Officer for determination of NEGLIGENCE, or NON-NEGLIENCE.
 - a) If the recommendation is NON-NEGLIGENCE, Unit Director will note the recommendation via memorandum to the ADPH Property Manager.
 - b) If the recommendation is NEGLIGENCE, the Unit Director's recommendation, the value to be recovered from the responsible individual, and how that value was

determined, shall be annotated on via memorandum to the ADPH Property Manager.

- 1) The value to be recovered is determined by a consideration of the following factors:

- Original cost
- Depreciation (does not apply to antiques)
- Appreciation
- Wear and tear
- Cost to repair
- Cost to replace
- Obsolescence
- Remaining useful life
- Other factors appropriate to circumstance

- 2) If the above factors are insufficient or inappropriate, the Unit Director may apply "Straight Line Depreciation" as follows:

Formula: 10% depreciation per year not to exceed 90% of the value of the item.

Example: A 9-year-old item costing \$1,000 is lost:

9 yrs x 10% per year = \$900 depreciation

\$1000 cost - \$900 depreciation = \$100 due the State of Alabama from the responsible individual.

Exception: Antiques will not be depreciated. The full appreciated value or appraised value, as appropriate, will be collected.

- c) Unit Property Manager provides the information to complete Form SD-1 (Exhibit E) and a letter of justification to the ADPH Property Manager.
- d) ADPH Property Manager completes Form SD-1 and forwards it with letter of justification to the Property Division.
- e) Documents are examined by the Property Division, the Form SD-1 approved, and a copy returned to the ADPH Property Manager.

- f) The Property Division and the ADPH Property Manager will remove the item from inventory. The ADPH Property Manager will notify the Unit Property Manager when the item has been removed from inventory.

e. Procedure 5: Transfer to Another Agency

1. Unit Property Manager provides the information to complete Form SD-1 (Exhibit F) and a letter of justification to the ADPH Property Manager.
2. The Department Property Manager completes Form SD-1 and forwards it with a copy of the purchase order or contract to the Property Division.
3. Documents are examined by the Property Division, the Form SD-1 approved, and a copy returned to the Department Property Manager.
4. The Property Division and the Department Property Manager will remove the item from inventory. The Department Property Manager will notify the Unit Property Manager when the item has been removed from inventory.

f. Procedure 6: State Surplus

1. Unit Property Manager provides the information to complete Form SD-1 (Exhibit G) and a letter of justification to the ADPH Property Manager.
2. The Department Property Manager completes Form SD-1, retains a copy for the record and sends the original to State Surplus.
3. Upon delivery, the Form SD-1 signed by the State Surplus receiving clerk will serve as authorization to delete the item(s) from the Department's property account. A copy of the Form SD-1, signed by the State Surplus representative shall be sent to the State Auditor's Office by the Department Property Manager.
4. Documents are examined by the Property Division, the Form SD-1 approved, and a copy returned to the Department Property Manager.

5. The Property Division and the Department Property Manager will remove the item from inventory. The Department Property Manager will notify the Unit Property Manager when the item has been removed from inventory.

SUPPORTING DOCUMENTATION EXAMPLES
EXHIBIT A
PROPERTY TRANSFER REPORT

The Property Transfer Report is to be used only for Non-Reportable State Property as defined in this Manual. Transferred property includes property transferred to another unit/office within the Alabama Department of Public Health. The completed property transfer provides the information needed to remove each listed item from

ALABAMA DEPARTMENT OF PUBLIC HEALTH
Property Transfer Report

TRANSFERRED FROM:			TRANSFERRED TO:
AREA COUNTY HEALTH DEPARTMENT			LOGISTICS (SALVAGE)
LINE ITEM	QUANTITY	ALABAMA NUMBER	DESCRIPTION <small>Including Make, Model Serial Number, Inventory Number, Etc.</small>
1	1	DPH-111111	MONITOR
2	1	DPH-222222	MONITOR
3	1	DPH-333333	MONITOR
4	1	DPH-444444	MONITOR
5	1	DPH-555555	MONITOR
6	1	DPH-666666	COMPUTER STAND
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Released by Transferring Unit:
Signed

 SIGNATURE
ASA Old Unit

 TITLE
1/1/2004

 DATE

Received by Accepting Unit:
Signed

 SIGNATURE
ASA New Unit

 TITLE
1/1/2004

 DATE

ADPH-HF-30/Rev 10/93

SUPPORTING DOCUMENTATION EXAMPLES
EXHIBIT B
SCRAPPED ON SITE REPORT (SD-1)

Scrapped on site property includes property that has been placed in the trash or otherwise scrapped. The completed SD-1 provides the information needed to remove each listed item from the responsible office's inventory.

STATE OF ALABAMA
 DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
 SURPLUS PROPERTY DIVISION
 NON-CONSUMABLE PERSONAL PROPERTY

RECEIVING INVOICE

STATE AUDITOR NO. _____ **EXAMPLE** Date **4/23/03**

TRANSFERRED FROM:	TRANSFERRED TO:	FOR SURPLUS PROPERTY DIVISION USE ONLY
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Area County Health Department **Scrapped on Site** TRANSACTION NUMBER _____

LINE ITEM	QUAN	ALABAMA NUMBER	DESCRIPTION <small>Including Make, Model Serial Number, Inventory Number, Etc.</small>	ACQUISITION COST	CONDITION: New Good Fair Poor Scrap	FUNDING INFORMATION		FINAL DISPOSITION
						% STATE	% FED	
1	1	23-55555	Cabinet, Mobile Unit	200				
2	1	23-12121	Partitions Attached to Bldg.	525				
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Fund and/or Account Property was Purchased Through _____

Approved: _____ Released by: _____ Received by: _____

(DO NOT ENTER OR SIGN IN THIS AREA)

Chief, Surplus Property Division	SIGNATURE	SIGNATURE
Date	TITLE	TITLE
DATE	DATE	DATE

INSTRUCTIONS
 Releasing Agency should prepare this form prior to actual transfer to Surplus Property Warehouse. Copies will be distributed by the Surplus Property Division.

Form SD-1 (Revised 10-25-84) WHITE - STATE AUDITOR PINK - RECEIVING
 GREEN - STATE SURPLUS PROPERTY GOLD - TURN-IN AGENCY
 YELLOW - ORIGINAL OWNER

SUPPORTING DOCUMENTATION EXAMPLES
EXHIBIT C
ATTACHED TO STATE BUILDING REPORT (SD-1)

Attached to state building property includes property that has been permanently attached to a state building or land such as a water heater, air conditioner, ceiling fan, light fixture, water fountain, built-in bookcase, etc. The completed SD-1 provides the information needed to remove each listed item from the responsible office's

STATE OF ALABAMA
DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
SURPLUS PROPERTY DIVISION
NON-CONSUMABLE PERSONAL PROPERTY

RECEIVING INVOICE

STATE AUDITOR NO. _____ Date 4/23/03

TRANSFERRED FROM:		TRANSFERRED TO:				FOR SURPLUS PROPERTY DIVISION USE ONLY		
<u>Area County Health Department</u>		<u>Fixture Attached to State Bldg.</u>				TRANSACTION NUMBER		
LINE ITEM	QUAN	ALABAMA NUMBER	DESCRIPTION <small>Including Make, Model Serial Number, Inventory Number, Etc.</small>	ACQUISITION COST	CONDITION: New Good Fair Poor Scrap	FUNDING INFORMATION		FINAL DISPOSITION
						% STATE	% FED	
1	1	23-38752	Canopy	2000.				
2	1	23-21212	Water Heater	525.				
3	1	23-12333	Radio Antenna	1250.				
4								
5			Please remove above fixture from our property inventory					
6								
7			Letter of justification attached					
8								
9								
10								
11								
12								
13								
14								

Fund and/or Account Property was Purchased Through _____

Approved: _____	Released by: _____	Received by: _____
(DO NOT SIGN OR ENTER DATA IN THIS AREA)		
Chief, Surplus Property Division	SIGNATURE	SIGNATURE
_____	_____	_____
Date	TITLE	TITLE
_____	_____	_____
DATE	DATE	

INSTRUCTIONS
Releasing Agency should prepare this form prior to actual transfer to Surplus Property Warehouse. Copies will be distributed by the Surplus Property Division.

Form SD-1 (Revised 10-25-84) WHITE - STATE AUDITOR PINK - RECEIVING
GREEN - STATE SURPLUS PROPERTY GOLD - TURN-IN AGENCY
YELLOW - ORIGINAL OWNER

SUPPORTING DOCUMENTATION EXAMPLES
EXHIBIT D
ADMINISTRATIVE OR BOOKKEEPING ERROR REPORT (SD-1)

Administrative or bookkeeping error property includes employee personal property or leased equipment assigned property numbers, or property assigned two different property numbers (one of which should be removed from inventory). The completed SD-1 provides the information needed to remove each listed item from the responsible

STATE OF ALABAMA
DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
SURPLUS PROPERTY DIVISION
NON-CONSUMABLE PERSONAL PROPERTY

RECEIVING INVOICE

STATE AUDITOR NO. _____ Date 4/23/03

TRANSFERRED FROM:		TRANSFERRED TO:				FOR SURPLUS PROPERTY DIVISION USE ONLY		
<u>Area County Health Department</u>		Enter Applicable Situation (Book-keeping or Administrative Error)				TRANSACTION NUMBER		
LINE ITEM	QUAN	ALABAMA NUMBER	DESCRIPTION <small>Including Make, Model Serial Number, Inventory Number, Etc.</small>	ACQUISITION COST	CONDITION <small>New Good Fair Poor Scrap</small>	FUNDING INFORMATION		FINAL DISPOSITION
						% STATE	% FED	
1	1	23-98752	Canon Copier	925.				
2	1	23-34343	Pitney Bowes Mailing Machine	525.				
3	1	23-78910	Centrifuge	1250.				
4								
5			Please remove above items from our property inventory as these items are leased property and property numbers were inadvertently assigned.					
6								
7								
8			Letter of justification attached					
9								
10								
11								
12								
13								
14								

Fund and/or Account Property was Purchased Through _____

Approved: _____ Released by: _____ Received by: _____

(DO NOT SIGN OR ENTER DATA IN THIS AREA)

_____ Chief, Surplus Property Division	_____ SIGNATURE	_____ SIGNATURE
_____ Date	_____ TITLE	_____ TITLE
_____ DATE	_____ DATE	_____ DATE

INSTRUCTIONS

Releasing Agency should prepare this form prior to actual transfer to Surplus Property Warehouse. Copies will be distributed by the Surplus Property Division.

Form SD-1 (Revised 10-25-84) WHITE - STATE AUDITOR
GREEN - STATE SURPLUS PROPERTY
YELLOW - ORIGINAL OWNER PINK - RECEIVING
GOLD - TURN-IN AGENCY

SUPPORTING DOCUMENTATION EXAMPLES
EXHIBIT E
LOST, STOLEN, DESTROYED, OR DAMAGED REPORT (SD-1)

Lost, stolen, destroyed, or damaged property includes property that has been lost, stolen, destroyed, damaged by fire, wreck, flood or storm. The completed SD-1 provides the information needed to remove each listed item from the responsible official's inventory.

STATE OF ALABAMA
DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
SURPLUS PROPERTY DIVISION
NON-CONSUMABLE PERSONAL PROPERTY

RECEIVING INVOICE

STATE AUDITOR NO. _____ Date 4/23/03

TRANSFERRED FROM:		TRANSFERRED TO:				FOR SURPLUS PROPERTY DIVISION USE ONLY		
<u>Area County Health Department</u>		<u>Enter Applicable Situation (Lost, Stolen, Destroyed, Damaged, etc.)</u>				TRANSACTION NUMBER		
LINE ITEM	QUAN	ALABAMA NUMBER	DESCRIPTION <small>Including Make, Model Serial Number, Inventory Number, Etc.</small>	ACQUISITION COST	CONDITION: New Good Fair Poor Scrap	FUNDING INFORMATION		FINAL DISPOSITION
						% STATE	% FED	
1	1	23-58752	Global Positioning System	2800.				
2	1	23-12121	Hand Held Radio	525.				
3								
4			Statement by responsible state employee attached					
5								
6			Police Report Attached(or other report applicable, fire etc)					
7								
8								
9								
10								
11								
12								
13								
14								

Fund and/or Account Property was Purchased Through _____

Approved: _____	Released by: _____	Received by: _____
(DO NOT SIGN OR ENTER DATA IN THIS AREA)		
Chief, Surplus Property Division	SIGNATURE	SIGNATURE
_____	_____	_____
Date	TITLE	TITLE
_____	_____	_____
DATE	DATE	DATE

INSTRUCTIONS

Releasing Agency should prepare this form prior to actual transfer to Surplus Property Warehouse. Copies will be distributed by the Surplus Property Division.

Form SD-1 (Revised 10-25-84) WHITE - STATE AUDITOR PINK - RECEIVING
GREEN - STATE SURPLUS PROPERTY GOLD - TURN-IN AGENCY
YELLOW - ORIGINAL OWNER

SUPPORTING DOCUMENTATION EXAMPLES
EXHIBIT F
TRANSFER TO ANOTHER AGENCY REPORT (SD-1)

Transferred to another agency property includes any reportable property transferred from the Alabama Department of Public Health to another state agency. The completed SD-1 provides the information needed to remove each listed item from the responsible office's inventory.

STATE OF ALABAMA
DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
SURPLUS PROPERTY DIVISION
NON-CONSUMABLE PERSONAL PROPERTY

RECEIVING INVOICE

STATE AUDITOR NO. _____ Date 4/23/03

TRANSFERRED FROM: Department of Public Health (23)			TRANSFERRED TO: Department of Education (15)			FOR SURPLUS PROPERTY DIVISION USE ONLY		
							TRANSACTION NUMBER	
LINE ITEM	QUAN	ALABAMA NUMBER	DESCRIPTION <small>Including Make, Model Serial Number, Inventory Number, Etc.</small>	ACQUISITION COST	CONDITION: New Good Fair Poor Scrap	FUNDING INFORMATION		FINAL DISPOSITION
						% STATE	% FED	
1	1	23-020202	PC LAPTOP/PORTABLE IBM S/N 567-EFG	\$2506.	Good			
2	1	23-030303	TYPEWRITER IBM/WHEELWRITER	\$1025.	Good			
3								
4								DO NOT
5								ENTER
6								INFO
7								IN
8								THIS
9								AREA
10								
11								
12								
13								
14								

Fund and/or Account Property was Purchased Through _____

Approved: _____ Released by: _____ Received by: _____

DO NOT SIGN OR ENTER DATA OR SIGN IN THIS AREA

Chief, Surplus Property Division	SIGNATURE	SIGNATURE
Date	TITLE	TITLE
	DATE	DATE

INSTRUCTIONS
Releasing Agency should prepare this form prior to actual transfer to Surplus Property Warehouse. Copies will be distributed by the Surplus Property Division.

Form SD-1 (Revised 10-25-84)
WHITE - STATE AUDITOR PINK - RECEIVING
GREEN - STATE SURPLUS PROPERTY GOLD - TURN-IN AGENCY
YELLOW - ORIGINAL OWNER

SUPPORTING DOCUMENTATION EXAMPLES
EXHIBIT G
STATE SURPLUS REPORT (SD-1)

State surplus property includes all reportable property salvaged through the state surplus disposal system. The completed SD-1 provides the information needed to remove each listed item from the responsible office's inventory.

STATE OF ALABAMA
DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
SURPLUS PROPERTY DIVISION
NON-CONSUMABLE PERSONAL PROPERTY

RECEIVING INVOICE

STATE AUDITOR NO. _____ Date 4/23/03

TRANSFERRED FROM:		TRANSFERRED TO:				FOR SURPLUS PROPERTY DIVISION USE ONLY	
Department of Public Health (23)		Surplus (00)				TRANSACTION NUMBER	

LINE ITEM	QUAN	ALABAMA NUMBER	DESCRIPTION <small>Including Make, Model Serial Number, Inventory Number, Etc.</small>	ACQUISITION COST	CONDITION: New Good Fair Poor Scrap	FUNDING INFORMATION		FINAL DISPOSITION
						% STATE	% FED	
1	1	23-012345	Generator General Electric S/N 456-XYZ	\$2500.	Fair			
2	1	23-067890	CPU With Keyboard IBM S/N 234ABC-H	\$1599.	Good			
3								
4								DO NOT
5								ENTER
6								INFO
7								IN
8								THIS
9								AREA
10								
11								
12								
13								
14								

Fund and/or Account Property was Purchased Through _____

Approved: _____ Released by: _____ Received by: _____

DO NOT SIGN OR ENTER DATA IN THIS AREA

_____ Chief, Surplus Property Division	_____ SIGNATURE	_____ SIGNATURE
_____ Date	_____ TITLE	_____ TITLE
_____ DATE	_____ DATE	_____ DATE

INSTRUCTIONS

Releasing Agency should prepare this form prior to actual transfer to Surplus Property Warehouse. Copies will be distributed by the Surplus Property Division.

WHITE - STATE AUDITOR
GREEN - STATE SURPLUS PROPERTY
YELLOW - ORIGINAL OWNER

PINK - RECEIVING
GOLD - TURN-IN AGENCY

Form SD-1 (Revised 10-25-84)

6.1 Purpose

To outline for all Department personnel the specific policies, responsibilities and procedures for the inventory of property.

6.2 General Information

Inventories are required by the Code of Alabama, 1975, as amended, to be performed by the property unit once a year and/or when a new Department Property Manager takes position.

Inventories are conducted in order to:

- Comply with the law.
- Verify the existence of the property listed on the departmental property inventory.
- Identify property that has not been tagged.
- Locate property that has been moved and the transfer not yet recorded.
- Identify and correct discrepancies in the property records.

Property Listings and Property History Cards are used to conduct inventories.

An example of a Property Listing can be found in Appendix E.

6.3 Policies and Responsibilities

It is the policy of the Department to perform an annual property inventory, resolve all discrepancies and notify the State Auditor of its completion.

Unit Property Managers are required to conduct an annual physical inventory of all property and resolve all discrepancies. The Property Team conducts an annual verification of inventory and resolves all discrepancies. Every two years, the State Auditor conducts an inventory of all property owned by ADPH. When the Department's Property Team or a representative from the State Auditor's office arrives, someone from the property unit will accompany the representative during the visit.

Following the Property Team's inventory of a unit, the Unit Property Manager will complete the Property Inventory Verification Questionnaire. A copy of this questionnaire can be found in Appendix G.

If for some reason, following the inventory of a unit, the Property Team is not able to close the inventory, a letter will be sent to the Unit Property Manager indicating what steps need to be taken to close the inventory. An example of such a letter can be found in Appendix H.

An example of a Property Inventory Certification Memorandum can be found in Appendix I.

6.4 Procedures for Conducting Inventories

- a. Receive Property Listing from Property Team, and retrieve property history cards from unit records.
- b. Compare all data elements of each property item on Property Listing to PHC, matching by property number. These fields include Serial Number, Model Number, Description, etc.

Discrepancies

- If Property Listing information does not exactly match the corresponding PHC, correct the information on the Property Listing.
 - If there is no PHC for an item on the Property Listing, mark the listing with “No PHC” beside the item.
 - If there is a PHC for an item not found on the Property Listing, add the information to the Property Listing.
- c. Select location to inventory.
 - d. For each property item in the location, verify property has a property tag.

*** Note: Green property tags require no further activity, continue with another item.**

Discrepancies

- If property tag is missing and the property is on the Property Listing, request a replacement blue property tag from the Department Property Manager. Since the replacement tag begins with “DPH”, the property team will also send a property number label, which will match the original property number. Attach both the replacement property tag and the property number label to the property.
- If property tag is missing, and the property is NOT on the Property Listing, make a record of the discrepancy. At the conclusion of the inventory, research each property item on the discrepancy list to determine the property's value and ownership, and resolve as follows:
 - 1) If the property value is less than \$500, attach a green property tag.
 - 2) If the property value is greater than or equal to \$500, and it does NOT belong to your unit, notify the owner, if known.

Otherwise contact the Department Property Manager for assistance.

- 3) If the property value is greater than or equal to \$500, and it belongs to your unit, complete a PHC, and fax it to the Property Acquisition Clerk to request a blue property tag. If a property number was never assigned to the property, the blue property tag will begin with "23-". If a property number was assigned, the replacement blue property tag will begin with "DPH". The Property Acquisition Clerk will obtain the appropriate replacement tag from the Department Property Manager to send to the property unit. The property unit will also receive a property number label, which will match the original property number. Attach the tag(s) to the property.

- e. Verify tagged property is on Property Listing.

Discrepancies

If a property item is not listed on the Property Listing, make a record of the discrepancy. At the conclusion of the inventory, research each property item listed as a discrepancy and resolve as follows:

- 1) If the property belongs to your unit, complete a PHC, and add the item to the Property Listing.
- 2) If the property belongs to another unit, make certain there is a copy of the other unit's PHC reflecting a custodian in your unit.
- 3) If unable to determine the property owner, contact the Department Property Manager for assistance.

- f. Verify the information on the physical property matches the Property Listing information, such as Serial Number, Model Number, Description, etc.

Discrepancies

If the information on the physical property does not match the Property Listing, correct the entry on the Property Listing to reflect the physical property's information.

- g. Check off verified item on Property Listing and continue the inventory with the next property item in the location, until all items have been inventoried and resolved.
- h. Continue the process at each location until all locations have been inventoried.

- i. When all items in all locations within the property unit have been inventoried, review the Property Listing and verify all items have been checked off (found or resolved), including those added when examining the PHCs.

Discrepancies

If property remains unchecked on your list, attempt to locate property or documentation to determine property disposition as follows:

- 1) If the property's PHC or other documentation is located explaining the property's disposition, attach a copy to the Property Listing.
 - 2) If the property's PHC is located and there is no disposition noted, contact the most recent custodian to locate the property.
 - 3) If the property's PHC or other documentation cannot be located, contact the Department Property Manager for assistance in locating the property.
- j. Update PHCs from corrected listing, so both will reflect the same information as the physical property.
 - k. Create any new PHCs for reportable property located during the inventory and added to the Property Listing.
 - l. Create any new PHCs for items listed and checked off as found on the Property Listing where "No PHC" was originally noted.
 - m. Forward to the Department Property Manager a signed certification of inventory, updated Property Listing, copy of new PHC(s) created, and attached documentation.
 - n. The Property Team will update the Inventory System with data corrections and process the removal, addition, and transfer of items per attached documentation.
 - o. The Property Team will verify all corrections have been updated to the Inventory System and send an updated copy of the Property Listing to the Unit Property Manager.

Depreciation

Section 7

7.1 Purpose

ADPH will depreciate all property to comply with federal rules and to recover costs of expenditures made by the Department.

7.2 Policies

- All property is depreciated using the straight-line method.
- Property with a purchase price of \$500.00 or more is depreciated using the following:

Property	Useful Life
Vehicles	3 Years
Computers	5 Years
Other Property	10 Years

Appendix A Material Receipt Example

Appendix B Property History Card

Appendix C Property History Card Examples

Appendix D Donation Letter

Appendix E Property Listing

Appendix F Property Inventory Verification Memorandum

Appendix G Property Inventory Verification Questionnaire

Appendix H Property Team Letter Following Inventory Verification

Appendix I Property Inventory Certification Memorandum

Appendix J Affidavit

Appendix A
Material Receipt Example

**STATE OF ALABAMA
STATE HEALTH DEPARTMENT
MATERIAL RECEIPT**

DFC46-Rev. 7-74

No. 104

Date 11-15-95

Department State Auditors Office Division Property Prison or Camp _____

Received from Pitney Bowes Vendor Req.# 951525 P.O.# 5-93282

Received at 11 S. Union Street, Montgomery Station Date Received 11-17-95

Via _____ Transp. Chgs. Pd. \$ _____ To be Backcharged? _____
Ft., Express, P.P., Truck

QUANTITY	UNIT	ARTICLE	CONDITION
		Make Full Report of Any Shortage or Damage	
1	EA	Mail Processor, Model5360	Good
		Serial No: 6550107160	
		Property No: 07-01163	

Charge To Property Inventory Division Account # 102801

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

Checked by _____ Signature Received by _____ Signature

Appendix B
Property History Card

**ALABAMA DEPARTMENT OF PUBLIC HEALTH
PROPERTY HISTORY CARD**

PROPERTY NUMBER: _____ PROPERTY UNIT: _____
 BAR CODE NUMBER: _____ LOCATION CODE: _____
 DESCRIPTION: _____ OFFICE/TELEPHONE EXT: _____
 MODEL NUMBER: _____ P.O. NUMBER: _____
 MANUFACTURER: _____ COST: _____
 SERIAL NUMBER: _____ DATE RECEIVED: _____

CERTIFICATION

I, THE LAST UNDERSIGNED, ACKNOWLEDGE RECEIPT OF THE ABOVE DESCRIBED PROPERTY BELONGING TO THE STATE OF ALABAMA. EFFECTIVE ON THE DATE SHOWN BY THE SIGNATURE, THIS PROPERTY IS IN MY CUSTODY AND I ACKNOWLEDGE RESPONSIBILITY FOR THIS PROPERTY PURSUANT TO THE CODE OF ALABAMA 1975, SECTION 36-16-8. I WILL BE HELD STRICTLY ACCOUNTABLE FOR THIS PROPERTY IN THE EVENT OF ANY SHORTAGES.

PROPERTY MANAGER

NAME	SIGNATURE	OFFICE/ROOM	LOC CODE	DATE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CUSTODIAN

NAME	SIGNATURE	OFFICE/ROOM	LOC CODE	DATE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

DISPOSTION/TRANSFER

RELEASED BY:		RECEIVED BY:	
NAME _____	NAME _____	NAME _____	NAME _____
TITLE _____	TITLE _____	TITLE _____	TITLE _____
SIGNATURE _____	SIGNATURE _____	SIGNATURE _____	SIGNATURE _____
PROPERTY UNIT _____	LOC CODE _____	PROPERTY UNIT _____	LOC CODE _____
DATE _____		DATE _____	

NOTE: UNIT PROPERTY MANAGER NEEDS TO FILE ORIGINAL PHC IN PROPERTY NUMBER ORDER IN A SECURE LOCATION

Appendix C
Property History Card Examples

ADPH Employee Leaving the Unit With Known Replacement

Kevin Williamson is leaving the unit. Before he leaves, his Unit Property Manager, Sharon Learner will complete a departure inventory to relieve Kevin of accountability for ADPH reportable property within Kevin's custody. Jeffrey Mercer, will be taking Kevin Williamson's position. The PHC for his desktop computer should look like the one below:

**ALABAMA DEPARTMENT OF PUBLIC HEALTH
PROPERTY HISTORY CARD**

PROPERTY NUMBER: 23-00055555 PROPERTY UNIT: HEALTH PROMOTION
 SCAN NUMBER: 2355555 BUILDING NUMBER: 133
 DESCRIPTION: COMPUTER, DESKTOP OFFICE/TELEPHONE EXT.: 334-888-8888
 MODEL NUMBER: J234 P.O. NUMBER: 3232698
 MANUFACTURER: NARCO COST: 3239.00
 SERIAL NUMBER: 732058 DATE RECEIVED: 02/15/02

CERTIFICATION

I, THE LAST UNDERSIGNED, ACKNOWLEDGE RECEIPT OF THE ABOVE DESCRIBED PROPERTY BELONGING TO THE STATE OF ALABAMA. EFFECTIVE ON THE DATE SHOWN BY THE SIGNATURE, THIS PROPERTY IS IN MY CUSTODY AND I ACKNOWLEDGE RESPONSIBILITY FOR THIS PROPERTY PURSUANT TO THE CODE OF ALABAMA 1975, SECTION 36-16-8. I WILL BE HELD STRICTLY ACCOUNTABLE FOR THIS PROPERTY IN THE EVENT OF ANY SHORTAGES.

CUSTODIAN

NAME	SIGNATURE	OFFICE/ROOM	LOC CODE	DATE
KEVIN WILLIAMSON	<i>Kevin Williamson</i>	33H	1010	02/15/02
JEFFREY MERCER	<i>Jeffrey Mercer</i>	12H	1010	04/20/02
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /

DISPOSITION/TRANSFER

RELEASED BY:		RECEIVED BY:	
NAME		NAME	
TITLE		TITLE	
SIGNATURE		SIGNATURE	
PROPERTY UNIT	LOC CODE	PROPERTY UNIT	LOC CODE

NOTE: File original PHC in property number order in a secure location.

ADPH Employee Leaving the Unit – Position Remains Vacant

Don Smith is leaving the unit. Before he leaves, his Unit Property Manager, Sharon Learner will complete a departure inventory in order to relieve Don of accountability for ADPH reportable property within his custody. Don Smith's position will remain vacant while ADPH searches for a replacement. While his position is vacant, Sharon will assume responsibility for the desktop. The PHC for his desktop computer should look like the one below:

**ALABAMA DEPARTMENT OF PUBLIC HEALTH
PROPERTY HISTORY CARD**

PROPERTY NUMBER: <u>23-00062378</u>	PROPERTY UNIT: <u>LOGISTICS DIVISION</u>
SCAN NUMBER: <u>2362378</u>	BUILDING NUMBER: <u>500</u>
DESCRIPTION: <u>COMPUTER, LAPTOP</u>	OFFICE/TELEPHONE EXT.: <u>334-888-8888</u>
MODEL NUMBER: <u>ABC222</u>	P.O. NUMBER: <u>698745</u>
MANUFACTURER: <u>IBM</u>	COST: <u>1785.00</u>
SERIAL NUMBER: <u>00023698</u>	DATE RECEIVED: <u>02/15/02</u>

**(TRANSFER)
CERTIFICATION**

I, THE LAST UNDERSIGNED, ACKNOWLEDGE RECEIPT OF THE ABOVE DESCRIBED PROPERTY BELONGING TO THE STATE OF ALABAMA. EFFECTIVE ON THE DATE SHOWN BY THE SIGNATURE, THIS PROPERTY IS IN MY CUSTODY AND I ACKNOWLEDGE RESPONSIBILITY FOR THIS PROPERTY PURSUANT TO THE CODE OF ALABAMA 1975, SECTION 36-16-8. I WILL BE HELD STRICTLY ACCOUNTABLE FOR THIS PROPERTY IN THE EVENT OF ANY SHORTAGES.

CUSTODIAN

NAME	SIGNATURE	OFFICE/ROOM	LOC CODE	DATE
<u>DON SMITH</u>	<u><i>Don Smith</i></u>	<u>65A</u>	<u>9080</u>	<u>02/15/02</u>
<u>SHARON LEARNER</u>	<u><i>Sharon Learner</i></u>	<u>12H</u>	<u>9080</u>	<u>04/20/02</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> / / </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> / / </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> / / </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> / / </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> / / </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> / / </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> / / </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> / / </u>

DISPOSITION/TRANSFER

RELEASED BY:	RECEIVED BY:
NAME _____	NAME _____
TITLE _____	TITLE _____
SIGNATURE _____	SIGNATURE _____
PROPERTY UNIT _____	PROPERTY UNIT _____
LOC CODE _____	LOC CODE _____

NOTE: File original PHC in property number order in a secure location.

Transfer of Custody Between Property Units – Losing Unit

The Hale County Public Health unit no longer needs five computers. The Unit Property Manager, Graham Harris, wants to transfer custody of one of these computers to the Baldwin County Public Health unit. This computer is currently in the custody of Hale County employee, Michael Dardin. The Baldwin County Public Health Unit Property Manager, Barry Smith, will assume responsibility for the computer. The transfer of custody of this computer between property units will require two PHCs. The PHC for the losing unit (Hale County) should look like the one below:

**ALABAMA DEPARTMENT OF PUBLIC HEALTH
PROPERTY HISTORY CARD**

PROPERTY NUMBER: 23-00078456 PROPERTY UNIT: HALE COUNTY
 SCAN NUMBER: 2355555 BUILDING NUMBER: 328
 DESCRIPTION: COMPUTER, DESKTOP OFFICE/TELEPHONE EXT.: 334-888-8888
 MODEL NUMBER: PL-Q842 P.O. NUMBER: 56982
 MANUFACTURER: IBM COST: 1234.32
 SERIAL NUMBER: 95684 DATE RECEIVED: 02/15/02

CERTIFICATION

I, THE LAST UNDERSIGNED, ACKNOWLEDGE RECEIPT OF THE ABOVE DESCRIBED PROPERTY BELONGING TO THE STATE OF ALABAMA. EFFECTIVE ON THE DATE SHOWN BY THE SIGNATURE, THIS PROPERTY IS IN MY CUSTODY AND I ACKNOWLEDGE RESPONSIBILITY FOR THIS PROPERTY PURSUANT TO THE CODE OF ALABAMA 1975, SECTION 36-16-8. I WILL BE HELD STRICTLY ACCOUNTABLE FOR THIS PROPERTY IN THE EVENT OF ANY SHORTAGES.

CUSTODIAN

NAME	SIGNATURE	OFFICE/ROOM	LOC CODE	DATE
MICHAEL DARDIN	<i>Michael Dardin</i>	23B	2336	02/15/02
BARRY SMITH	<i>Barry Smith</i>	15A	2336	04/20/02
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /

DISPOSITION/TRANSFER

RELEASED BY: GRAHAM HARRIS NAME UNIT PROPERTY MANAGER TITLE <i>Graham Harris</i> SIGNATURE HALE COUNTY PROPERTY UNIT	3698 LOC CODE	RECEIVED BY: BARRY SMITH NAME UNIT PROPERTY MANAGER TITLE <i>Barry Smith</i> SIGNATURE BALDWIN COUNTY PROPERTY UNIT	2300 LOC CODE
---	------------------	--	------------------

NOTE: File original PHC in property number order in a secure location.

Transfer of Custody Between Property Units – Gaining Unit

Baldwin County will start a new PHC for this property. Shortly after Barry Smith received the computer, it was assigned to Spencer Moden in office 201. The PHC for Baldwin County (the gaining unit) should look like the one below:

**ALABAMA DEPARTMENT OF PUBLIC HEALTH
PROPERTY HISTORY CARD**

PROPERTY NUMBER: 23-00078456 PROPERTY UNIT: BALDWIN COUNTY
 SCAN NUMBER: 2355555 BUILDING NUMBER: 328
 DESCRIPTION: COMPUTER, DESKTOP OFFICE/TELEPHONE EXT.: 334-888-8888
 MODEL NUMBER: PL-Q842 P.O. NUMBER: 56982
 MANUFACTURER: IBM COST: 1234.32
 SERIAL NUMBER: 95684 DATE RECEIVED: 02/15/02

CERTIFICATION

I, THE LAST UNDERSIGNED, ACKNOWLEDGE RECEIPT OF THE ABOVE DESCRIBED PROPERTY BELONGING TO THE STATE OF ALABAMA. EFFECTIVE ON THE DATE SHOWN BY THE SIGNATURE, THIS PROPERTY IS IN MY CUSTODY AND I ACKNOWLEDGE RESPONSIBILITY FOR THIS PROPERTY PURSUANT TO THE CODE OF ALABAMA 1975, SECTION 36-16-8. I WILL BE HELD STRICTLY ACCOUNTABLE FOR THIS PROPERTY IN THE EVENT OF ANY SHORTAGES.

CUSTODIAN

NAME	SIGNATURE	OFFICE/ROOM	LOC CODE	DATE
BARRY SMITH	<i>Barry Smith</i>	15A	1010	02/15/02
SPENCER MODEN	<i>Spencer Moden</i>	201	1010	04/20/02
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /

DISPOSITION/TRANSFER

RELEASED BY:		RECEIVED BY:	
NAME		NAME	
TITLE		TITLE	
SIGNATURE		SIGNATURE	
PROPERTY UNIT	LOC CODE	PROPERTY UNIT	LOC CODE

NOTE: File original PHC in property number order in a secure location.

Temporary Transfer of Custody Within Property Units

The Greene County Public Health unit has four laptop computers it allows Public Health employees to use for distance learning. Mary Jones is interested in using one of these laptops for her distance learning course on May 3, 2002. Mark Carmichael is the property custodian of these laptop computers. In this case, a COPY of the PHC is made and is used as a sign-in/sign-out sheet to document when Mary signs it out. When she returns it, Mark will sign indicating that he received the laptop. The COPY of the PHC should look like the one below:

Note: The original signed copy remains with the property custodian (Mark). A copy of the signed PHC goes with the temporary custodian (Mary).

**ALABAMA DEPARTMENT OF PUBLIC HEALTH
PROPERTY HISTORY CARD**

PROPERTY NUMBER: <u>23-00073982</u>	PROPERTY UNIT: <u>GREENE COUNTY</u>
SCAN NUMBER: <u>2373982</u>	BUILDING NUMBER: <u>5000</u>
DESCRIPTION: <u>COMPUTER, DESKTOP</u>	OFFICE/TELEPHONE EXT.: <u>334-888-8888</u>
MODEL NUMBER: <u>MO-2314</u>	P.O. NUMBER: <u>693321</u>
MANUFACTURER: <u>IBM</u>	COST: <u>4233.00</u>
SERIAL NUMBER: <u>000222222</u>	DATE RECEIVED: <u>02/15/02</u>

**(TEMPORARY TRANSFER OF CUSTODY WITHIN PROPERTY UNITS)
CERTIFICATION**

I, THE LAST UNDERSIGNED, ACKNOWLEDGE RECEIPT OF THE ABOVE DESCRIBED PROPERTY BELONGING TO THE STATE OF ALABAMA. EFFECTIVE ON THE DATE SHOWN BY THE SIGNATURE, THIS PROPERTY IS IN MY CUSTODY AND I ACKNOWLEDGE RESPONSIBILITY FOR THIS PROPERTY PURSUANT TO THE CODE OF ALABAMA 1975, SECTION 36-16-8. I WILL BE HELD STRICTLY ACCOUNTABLE FOR THIS PROPERTY IN THE EVENT OF ANY SHORTAGES.

CUSTODIAN

NAME	SIGNATURE	OFFICE/ROOM	LOC CODE	DATE
<u>MARK CARMICHAEL</u>	<u><i>Mark Carmichael</i></u>	<u>14B</u>	<u>6233</u>	<u>02/15/02</u>
<u>MARY JONES</u>	<u><i>Mary Jones</i></u>	<u>15A</u>	<u>6233</u>	<u>04/20/02</u>
<u>MARK CARMICHAEL</u>	<u><i>Mark Carmichael</i></u>	<u>23B</u>	<u>6233</u>	<u>08/06/03</u>
_____	_____	_____	_____	<u> / /</u>
_____	_____	_____	_____	<u> / /</u>
_____	_____	_____	_____	<u> / /</u>
_____	_____	_____	_____	<u> / /</u>
_____	_____	_____	_____	<u> / /</u>
_____	_____	_____	_____	<u> / /</u>
_____	_____	_____	_____	<u> / /</u>

DISPOSITION/TRANSFER

RELEASED BY:	RECEIVED BY:
NAME _____	NAME _____
TITLE _____	TITLE _____
SIGNATURE _____	SIGNATURE _____
PROPERTY UNIT _____	PROPERTY UNIT _____
LOC CODE _____	LOC CODE _____

NOTE: File original PHC in property number order in a secure location.

Disposal of ADPH Property

Choctaw County Public Health Unit has no use for a damaged conference table. Hunter Crumpton, the Unit Property Manager, contacted the Department Property Manager, Peter Nielson, and requested that the property be salvaged. The PHC for this disposal should look like the one below:

**ALABAMA DEPARTMENT OF PUBLIC HEALTH
PROPERTY HISTORY CARD**

PROPERTY NUMBER: 23-00098761 PROPERTY UNIT: CHOCTAW COUNTY
 SCAN NUMBER: 2398761 BUILDING NUMBER: 5000

DESCRIPTION: CONFERENCE TABLE OFFICE/TELEPHONE EXT.: 334-888-8888

MODEL NUMBER: PO 842 P.O. NUMBER: 963212

MANUFACTURER: INDIAN CREEK COST: 652.00

SERIAL NUMBER: 456789 DATE RECEIVED: 02/15/02

CERTIFICATION

I, THE LAST UNDERSIGNED, ACKNOWLEDGE RECEIPT OF THE ABOVE DESCRIBED PROPERTY BELONGING TO THE STATE OF ALABAMA. EFFECTIVE ON THE DATE SHOWN BY THE SIGNATURE, THIS PROPERTY IS IN MY CUSTODY AND I ACKNOWLEDGE RESPONSIBILITY FOR THIS PROPERTY PURSUANT TO THE CODE OF ALABAMA 1975, SECTION 36-16-8. I WILL BE HELD STRICTLY ACCOUNTABLE FOR THIS PROPERTY IN THE EVENT OF ANY SHORTAGES.

CUSTODIAN

NAME	SIGNATURE	OFFICE/ROOM	LOC CODE	DATE
HUNTER CRUMPTON	<i>Hunter Crumpton</i>	132C	3321	02/15/02
PETER NIELSON	<i>Peter Nielson</i>	52A	3321	04/20/02
ESTELLE GETTY	<i>Estelle Getty</i>	32X	3321	08/06/03
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /

DISPOSITION/TRANSFER

RELEASED BY:	RECEIVED BY:
HUNTER CRUMPTON	ESTELLE GETTY
NAME	NAME
UNIT PROPERTY MANAGER	PROPERTY CLERK
TITLE	TITLE
<i>Hunter Crumpton</i>	<i>Estelle Getty</i>
SIGNATURE	SIGNATURE
CHOCTAW COUNTY	LOGISTICS DIVISION
PROPERTY UNIT	PROPERTY UNIT
	9013
6333	LOC CODE
LOC CODE	

NOTE: File original PHC in property number order in a secure location.

Appendix D
Donation Letter



STATE OF ALABAMA DEPARTMENT OF
PUBLIC HEALTH

Donald E. Williamson, MD
State Health Officer

DONATION LETTER

TO: ADPH Employees

FROM: Donald E. Williamson, MD
State Health Officer

DATE:

RE: Donation of Property

I hereby affirm/certify I am the legal owner of the property listed herein, and this property is free of any encumbrances. I further affirm/certify this property is given without promise of any future consideration.

Property Description	Serial Number	Original Cost	Property Number

Donor Signature & Date Telephone Number

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P.O. Box 303017 • Montgomery, AL 36130-3017

Appendix E
Property Listing

Asset Report

ASSET #	DESCRIPTION	BARCODE #	MAKE	MODEL	SERIAL NUMBER	ROOM	ACQ DATE	ACQ COST
MONTGOMERY								
9014	23-021537 TYPEWRITER ELECTRIC	X23021537	IBM	D	15-7001209	X	09/01/1976	\$553.50
	23-032492 TELEPHONE	X23032492	MOTOROLA	1500V	650CNW5631Y	X	06/01/1989	\$525.00
	23-033377 MICROSCOPE	X23033377	SCHLUETE	500505	ML85517	X	03/01/1990	\$1,666.45
	23-048051 PRINTER	X23048051	MEMOREX	1208E	MA715338	X	10/01/1975	\$1,174.00
	23-056771 MICROSCOPE	23-056771	BAUSCH A		A015001028185	X	11/09/1994	\$629.28
TOTAL ASSETS: 5							TOTAL	\$ 4,548.23

Appendix F
Property Inventory Verification Memorandum



STATE OF ALABAMA DEPARTMENT OF
PUBLIC HEALTH

Donald E. Williamson, MD
State Health Officer

January 1, 2004

MEMORANDUM

TO:

FROM: Jane Ellen Taylor, Department Property Manager
Logistics Division, (334) 274-1143

RE: Verification of Inventory and Surplus Property Pick-up

Our Property Team is scheduled to visit your unit on _____.

The Property Team will:

1. Pick up surplus property, and
2. Conduct a verification of inventory of all reportable property.

The Property Team will load surplus property before starting the inventory. Before the scheduled visit date, the Unit Property Manager should prepare Property History Cards for property to be returned. In addition, he or she must be available during the inventory and prepared to perform the following functions:

1. Assist in the identification of reportable and non-reportable property,
2. Schedule availability of examination rooms for minimum disruption of services,
3. Locate missing property,
4. Inform the Property Team of property that requires special handling (e.g., bio-hazardous materials such as refrigeration units used to store blood, X-ray machines with radioactive elements, etc.), and
5. Ensure that portable computers, pocket dopplers, and other small property assigned to property custodians are on the ADPH premises on the scheduled date. This property can be verified first.

Within two weeks after the visit, the property unit will receive a follow-up memo and a copy of the inventory. The memo will list all reportable property not found during the verification. The Unit Property Manager will have two weeks to resolve all discrepancies.

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Appendix G
Property Inventory Verification Questionnaire

**ALABAMA DEPARTMENT OF PUBLIC HEALTH
PROPERTY INVENTORY VERIFICATION QUESTIONNAIRE**

Please take a few moments to complete the following questionnaire. Place a checkmark (✓) under the Yes or No column that best describes your recent experience with our Property Team.

No.	Item	Yes	No
1	Did our team arrive at your site by the scheduled time?		
2	If the team was late, were you notified?		
3	Was the team courteous?		
4	Did the team members conduct themselves in a courteous manner?		
5	Did the memo you received before the visit accurately describe what would occur during the visit?		
6	Was all property verified?		
7	Was the verification conducted in a manner that minimized disruptions to your normal work routine?		
8	Was all of your transfer property picked up by the team?		
9	Were you, or the person you assigned to help the team, included in the verification process?		
10	Did the team discuss inventory discrepancies with you or your representative before leaving?		

Your Location _____

Date Service was Provided _____

<p>If you checked "No" to any of the above listed items, please use the space provided below to provide us with additional information about the item(s).</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
--

*The ADPH Property Team values your feedback. After completing this questionnaire, please fax to:
ADPH Department Property Manager
Fax 334.288.2711*

Appendix H
Property Team Letter Following Inventory Verification



STATE OF ALABAMA DEPARTMENT OF
PUBLIC HEALTH

Donald E. Williamson, MD
State Health Officer

January 1, 2004

Debra Thrash, Director
Office of Program Integrity
201 Monroe Street, Suite 1500
Montgomery, AL 36104

Re: Program Integrity Property Verification

Dear Ms. Thrash:

During the week beginning _____, the Property Team verified the inventory of Program Integrity's property as required by the **Code of Alabama, 1975**, as amended. In order to close the inventory verification, the following items must be completed and returned:

1. A list of property not verified is enclosed. **You are required to locate or remove this property from your inventory.** To remove property from your inventory which has been transferred or turned in for sale, mark the property on the list and return the list with any documentation. To remove property from your inventory which cannot be found, follow the current procedures outlined in the ADPH Property Inventory Manual.
2. A list of property added to your inventory is enclosed. This property should appear on subsequent inventory listings. If any property has been added incorrectly, please send a copy of your PHC or other documentation showing where the property should be listed.

If you have any questions, problems, or comments, please contact me at (334) 288-5038.

Sincerely yours,

Kenneth J. Lentini, Director, Property Team
Alabama Department of Public Health
AT/
Enclosures

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P.O. Box 303017 • Montgomery, AL 36130-3017

Appendix I
Property Inventory Certification Memorandum



STATE OF ALABAMA DEPARTMENT OF
PUBLIC HEALTH

Donald E. Williamson, MD
State Health Officer

January 1, 2004

MEMORANDUM

TO: Jane Ellen Taylor, Department Property Manager
Logistics Division, (334) 274-1143

FROM: Unit Property Manager

RE: Property Inventory Dated _____ (Fill in date of Inventory List)

PROPERTY INVENTORY CERTIFICATION

I CERTIFY I HAVE MADE OR HAVE CAUSED TO BE MADE, AN INVENTORY OF THE PROPERTY FOR WHICH I AM RESPONSIBLE, LISTED ON THE ATTACHED PRINTOUT. THE PRINTOUT IS CORRECT EXCEPT FOR DOCUMENTATION WHICH IS ENCLOSED TO RESOLVE DISCREPANCIES NOTED.

I FURTHER CERTIFY I AM THE CUSTODIAN OF AND RESPONSIBLE FOR ALL PROPERTY BELONGING TO THE STATE AND IN THE CUSTODY OF THIS UNIT UNLESS AN APPROPRIATE WRITTEN RECEIPT HAS BEEN EXECUTED AND OBTAINED FROM EACH EMPLOYEE OR OFFICER TO WHOM A PROPERTY ITEM HAS BEEN ENTRUSTED.

LOCATION

UNIT PROPERTY MANAGER (print)

DATE UNIT

PROPERTY MANAGER (signature)

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P.O. Box 303017 • Montgomery, AL 36130-3017

Appendix J
Affidavit

AFFIDAVIT

I, _____, do hereby certify that I have the following equipment in my possession.

Property Number: _____

Description: _____

Serial Number: _____

This equipment is located at the following address:

Street: _____

City: _____, State: _____

This item was not available for the auditor's inspection for the following reason:

Effective on the date shown below, this item is in my custody and I hereby acknowledge responsibility for these items. I understand that, pursuant to the Code of Alabama 1975, Section 36-16-8, I will be held strictly accountable for these items in the event of any shortages.

Signature: _____, Date: _____

Responsible person

EXHIBIT Q