Inventory Management Training

State Procurement Office - Inventory Management Office
1151 Punchbowl Street, Kalanimoku Bldg Rm 416
Honolulu, HI 96820
Phone: (808) 586-0574, Fax: (808) 586-0570

Web Page: www.hawaii.gov/spo
Manual: http://hawaii.gov/spo/state-county-personnel-manual/inventory/inventory-management-manual
Forms: http://hawaii.gov/spo/spo-forms/forms-for-state-and-county-personnel

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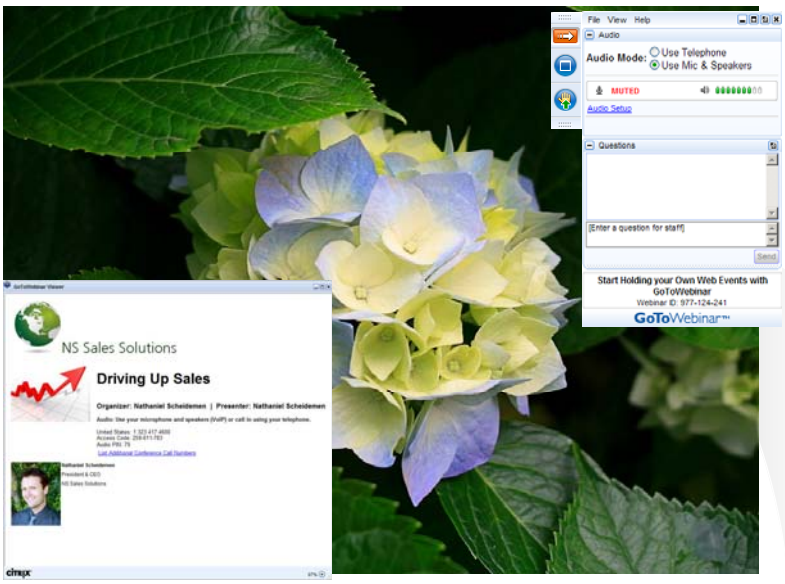
The GoToWebinar Attendee View



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About SPO Webinars

Participation encouraged.

If we cannot get to all your questions we will provide answers at a later date (FAQ, etc.)

If there is more than one person participating at a single computer.

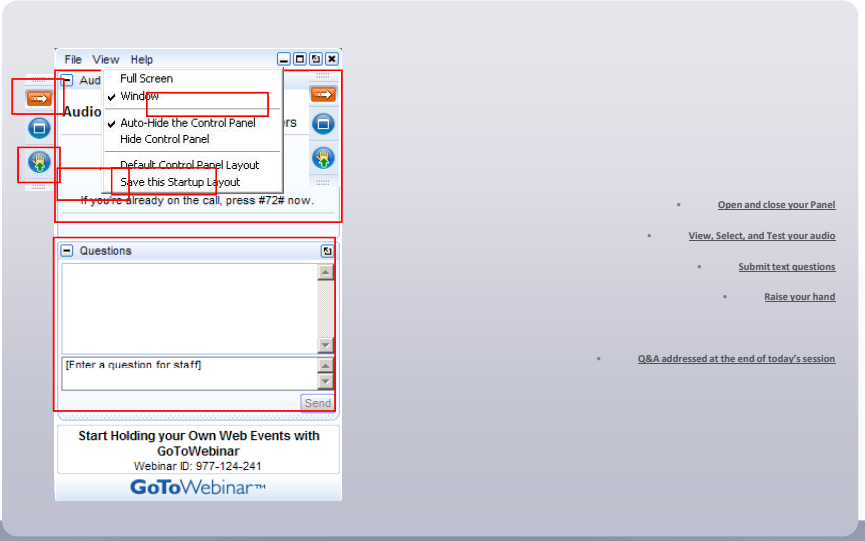
- Everyone registers for this webinar on the SPO Training website.
- Only the person logging in should register on the Webinar site.
- All attendees in the group (including the person registered on the webinar site) complete the SPO Webinar Group Attendance form, scan it in and send it to:
- **Send it in within 1 working day of the webinar**

– The SPO Webinar Group Attendance form is on the SPO training schedule along with the handouts.
click **Training for State and County Procurement Personnel**

– **DO NOT send in the signed form prior to the workshop.**

3

How to Participate Today



- Open and close your Panel
- View, Select, and Test your audio
- Submit text questions
- Raise your hand
- Q&A addressed at the end of today's session

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citrix online

Introduction

The purpose of this session is to:

Give you an overview of requirements of the State Inventory Management System; and instructions in filling of the Detail Inventory of Property, SPO Form 17A.

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Why should we maintain accurate inventory records?

State properties are purchased using public monies, accurate inventory records demonstrate to the public the government sense of responsibility and accountability.

The fixed asset inventory records are included in the State of Hawaii Annual Financial Report, therefore used by auditors in the Annual Financial Audit of the State. Accurate inventory records results in a favorable auditor's opinion, which leads to higher bond rating and lower interest rate when borrowing for Capital Improvement Projects.

Law- Section 103D-1206, HRS mandates designated property custodian to prepare and file an Annual Inventory of Property, which must be sign under oath as to the accuracy of the inventory records.

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Agenda

Accountability of State Property
Internal Control Procedures
Reportable State Property
Recording of Property & Acquisition Value
Supplies
Disposal Application
Disposal Application Process
Inventory Reporting Cycle
Flow Chart – Inventory Update Processing
MDB 020, Annual Inventory Report of Property
Invoice – Equip Purchase
Transfer of Property AGS 26 – Removal Transaction
Disposal Application – Removal Transaction
Updating other records
Change and Deletion Transactions
Completed AGS Form 17A
MDB 012 Printout – Submittal Results
MDB 012, Inventory Transaction Register – Instructions
Error Codes and Description
Summary

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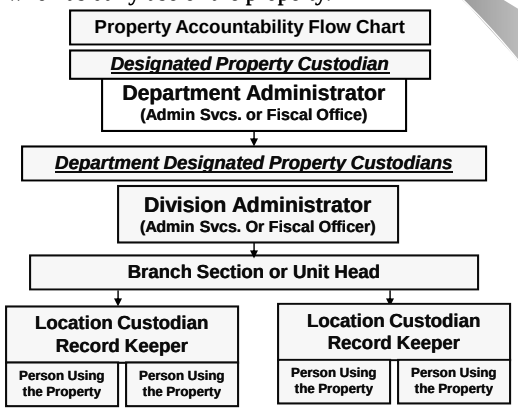
Accountability of State Property

Accountability of state property means the responsibility for maintaining continuous records, periodically reporting the location and condition, ensuring proper usage, safekeeping, and maintenance of all property.

Responsibility is assigned to designated property custodians at different levels of an organization. To ensure proper controls, accountability should be assigned to positions with authority or who has daily use of the property.



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Internal Control Procedures

Requirements of section 103-D-1205, Hawaii Revised Statutes and section 3-130-4 Hawaii Administrative Rules.

The designated property custodian is responsible for establishing, enforcing, and maintaining written internal control procedures to ensure accountability of state property.

To conform to the above requirements, each agency should complete the SPO Form 23, Internal Control Procedures for State Property.

The following two slides contains instructions on completing this form.

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Internal Control Procedures, SPO Form 23 – Page 1

INTERNAL CONTROL PROCEDURES FOR STATE PROPERTY **Page 1 of 2**

Department:	**Department Name**	Date:	**Completed Date**
Division:	**Division Name**	Branch/ Office:	**Branch or Office Name**
Location (Address):	**Location - Address**		
FAIS ORG Code:	**ORG Code** (Dept - Div. / Sub. Div. / Island)	Location Code(s):	Applicable Location Codes
Designated Custodian Signature:	Property Custodian Signature		
Name, Position Title & Phone:	**Name, Position Title, and Phone Number**		

Section 3-130-4 HAR, requires the designated property custodian to establish, enforce & maintain written internal control procedures to ensure the accountability of state property.

Forward a completed copy to SPO, Inventory Mgt. Office, 729 Kakoi St. Honolulu, HI 96819.

ACTIVITY AND RESPONSIBILITIES	Responsible Person Name, Position & Phone
RECORD KEEPING OF PROPERTY	Record-keeper
1. Update Fixed Asset Inventory System (FAIS) records to ensure the timely addition, correction & removal of items.	Record-keeper's Name, Position & Phone No.
2. Completing, distributing and maintaining records for the following inventory forms: a. Detail Inventory of Property AGS Form 17-A. b. Transfer of Property AGS Form 18. c. Disposal Application/Certificate of Disposal AGS Form 34.	
3. Maintaining records of inventory printouts & documents: a. Annual Inventory Report of Property MDB Report 030. b. Detail Inventory of Property MDB Report 033. c. Inventory Transaction Register MDB Report 012. d. Purchase Order and Vendor Invoice/Delivery Slip. e. Other inventory documents, correspondence and letters.	
4. Reconciliation of Financial Expenditures (Purchase Orders) for State Property to ensure property is recorded in the FAIS.	
5. Annual Summary of Inventory Report AGS Form 17-B Complete & submit by SEPT15th to SPO, Inventory Mgt Office.	
6. Establishing and maintaining a listing of all consumable and non-consumable supplies.	
7. Wall-to-wall Physical Inventory a. Organize & conduct Annual Physical Inventory during the third quarter (Feb-March) & update records to correct discrepancies. b. Organize & conduct physical inventory when theft, fire, major disaster or change in accountability of property. Updating records to correct discrepancies.	

SPO Form 23 (Rev 10/03)

Complete the information of your organization.

Designated property custodian information and signature after completion of form.

RECORD KEEPING OF PROPERTY

Record- keeper's name, position & phone no.

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Internal Control Procedures, SPO Form 23 – Page 2

INTERNAL CONTROL PROCEDURES FOR STATE PROPERTY — Page 2 of 2

ACTIVITY AND RESPONSIBILITIES	Responsible Person Name, Position & Phone
PROPER USE OF PROPERTY	
1. Assuring state property is used by authorized state personnel and only for official State business.	
2. All loans of state property shall be authorized by the Designated Property Custodian. The person using the property shall be responsible for its replacement if lost is due to negligence.	Designated Property Custodian
3. Documentation of authorized loan on a hand receipt and maintaining a suspense file to ensure return.	
4. Training of personnel on the proper use of equipment.	
SAFEKEEPING OF PROPERTY	
1. Maintaining a decal number log, assignment of decal numbers to items and ensuring each item is properly tagged or identified.	
2. Property acquired by purchase, fabrication, donation, transfer-in or other means must be authorized by the Designated Property Custodian & the Record-keeper must be notified.	Designated Property Custodian Record-keeper
3. Transfer-out or movement of property from its location must be authorized by the Designated Property Custodian and the Record-keeper must be notified.	Designated Property Custodian Record-keeper
4. Property that is identified as excess, obsolete, or beyond economical repair shall be reported to the record-keeper.	Record-keeper
5. Lost, stolen or vandalized property shall be reported to the Designated Property Custodian. Who shall ensure that losses are investigated promptly and if required reporting to the Police or State Attorney General; DAGS Risk Mgmt; and SPO Inventory Mgmt Office.	Designated Property Custodian
6. Ensuring that all state property assigned to an employee that is permanently departing the activity is accounted for.	
SAFEGUARDS FOR PROPERTY	
1. Secure entry doors & windows at the end of the day.	
2. Secure office, shops and other facilities if no one is present during lunch or working hours.	
3. Special controls to protect small and attractive items that can be easily converted for personal use or pawned.	
4. Key and lock custodian will be responsible to maintain a key register & inventory record of outstanding keys and locks.	
CARE AND MAINTENANCE OF PROPERTY	
1. Establish and maintain regular schedule for performing preventive maintenance on all state property.	
2. Maintain a warranty file and update when necessary.	

SPO Form 23 (Rev 10/03)

PROPER USE OF PROPERTY

SAFEKEEPING OF PROPERTY

SAFEGUARDS FOR PROPERTY

CARE & MAINTENANCE OF PROPERTY

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Reportable State Property

(Inventory System User Manual - Chapter 5, Property Reporting)

DAGS, Fixed Asset Inventory System (FAIS)

1. **Property regardless of cost or expected life includes:**
   - **Land and Interest in Land - Prop Code 1**
   - **Weapons - handguns, rifles & other explosive devices -Prop Code 6**
   - **Works of Art and Historical Treasures - Prop Code 7**
2. **Non-expendable property having a unit cost of $1,000 or more & a useful life of more than one year includes:**
   - **Land Improvements – Prop Code 1**
   - **Buildings and Building Improvements – Prop Code 2**
   - **Motorized Vehicles – Prop Code 3**
   - **Equipment – machinery, tools, furnishings, computer hardware & software, etc. –Prop Code 4**
   - **Infrastructure assets – Prop Code 8**
3. **Controlled Items – Prop Code 5 -Computer, Photographic, Video, & Communication equipment having a unit cost of $250 to below $1,000. These items may be recorded individually or identical items may be grouped. The property custodian has an option to record other items that are critical to the agency's operation.**

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Recording of Property

A property shall be recorded in the Fixed Asset Inventory System upon physical receipt, when the property is available for the agency use, or when the agency assumes responsibility for the property. Property acquisition date is based on the State's Fiscal Year (July 1 to June 30).

Acquisition Value (Chapter 6, Page 6-1, Inventory User Manual)

Purchased or constructed property shall include the invoice or contract price and all expenditures incurred to place the property into its intended location and condition for use. Do not include trade-in credit.

Property transferred from another state agency shall be recorded at the value at which the item was recorded by the losing agency.

Donation or payment of an amount that is not the property's true value, shall be recorded at the estimated or fair market value at the time of acquisition plus all other cost incurred.

Fair market value is the amount the property could be exchanged between two parties. Estimated fair market value may be calculated from catalogs, price quotes, recent sale of comparable items, or other reliable sources.

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Supplies (Chapter 5, Page 5-6, Inventory System User Manual)

Supplies are not required to be reported in DAGS, FAIS, they include:

1. Consumable supplies are items that are consumed or loses its identity in use. Examples are paper, pencil, and other materials that are used within one year.
2. Non-consumable supplies are items that are not consumed in use and are below the equipment reporting threshold or are not considered controlled items.

Inventory requirements:

1. Consumable supplies: Agencies with an annual expenditure that exceed $5,000 for such supplies are required to maintain internal control records.
2. Non-consumable supplies: Agencies are required to maintain internal control records for items with a unit cost of $250 but less than $1,000.

Other requirements:

- Internal control records shall contain information on purchases, usage, transfers, and disposals.
- Supplies must be physically inventoried annually.
- The designated property custodian shall approve disposal of supplies.

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Disposal Application

EXCESS TO YOUR NEEDS

1. OFFER TO STATE AGENCIES
   a. Within your department
   b. Other agencies, List on SPO, Excess State Property List

   (SPO Website – For State & County personnel – Inventory Management and Excess Property. login: excess and password: 1stuff4u)
2. TRANSFER TO AGENCY
   SPO 26, Transfer of Property
   After completed Remove Record

* If no Interest Agency – Prepare & Submit Disposal Application

OBSOLETE OR BROKEN BEYOND ECONOMICAL REPAIR

* Prepare & Submit Disposal Application

LOST OR DAMAGED

INVESTIGATE THE LOSS

- Report Stolen or Vandalized Property to the local Police Dept.
- Determine the cause and implement controls to prevent future losses.

* Prepare & Submit Disposal Application for Loss Items and include SPO 23 Internal Control Procedures for State Property

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Disposal Application Process

DISPOSAL APPLICATION – Prepare according to Chptr 8, Inventory System User Manual

A. REGULAR DISPOSAL – Use one or more methods in the Sequence for Disposal of Surplus State Property (Manual page 8-1).

- Items $1,000 & over, Weapons, Works of Art, Historical Treasures and Real Property – for approval address disposal application to Administrator of the State Procurement Office.
- Items below $1,000 and Supplies – for approval address disposal application to your Department Head or Designee.

AFTER APPROVAL – Physical Disposal of Property must be witness by a person with no inventory responsibilities - Witness sign Certificate of Disposal, SPO Form 34. Submit original to your department inventory person for forwarding to Inventory Mgmt Office.

Remove record – FAIS = Submit AGS Form 17A. Supplies = Adjust internal control list.

B. LOST, STOLEN OR *DAMAGED ITEMS – Use Loss Application format Pg 8-9 User Manual

- Items $500 & over for approval to the Administrator of the State Procurement Office.
- Items below $500 for approval to your Department Head or Designee.

* Damaged Items require the method of physical disposal and the Certificate of Disposal.

AFTER APPROVAL – Remove record – FAIS = Submit AGS Form 17A. Supplies = Adjust internal control list.

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Inventory Reporting (Fiscal Year: July 1 to June 30)

SEPT 30 – First Quarter Inventory Update Process
Submit SPO Form 17A to Inventory Mgmt Office (IMO) by Oct 15

DEC 31 – Second Quarter Inventory Update Process
Submit SPO Form 17A to IMO by Jan 15

FEBRUARY - Annual Wall-to-Wall Physical Inventory
IMO will provide the MDB Report 033 Printout

MAR 31 – Third Quarter Inventory Update Process
Submit SPO Form 17A to IMO by April 15

JUNE 30 – Fourth Quarter Inventory Update Process
Submit SPO Form 17A to IMO by July 15

AUGUST – IMO will provide the MDB Report 020,
Annual Inventory Report of Property

SEPTEMBER 15 - SPO Form 17B, Annual Summary of Inventories Report due to IMO

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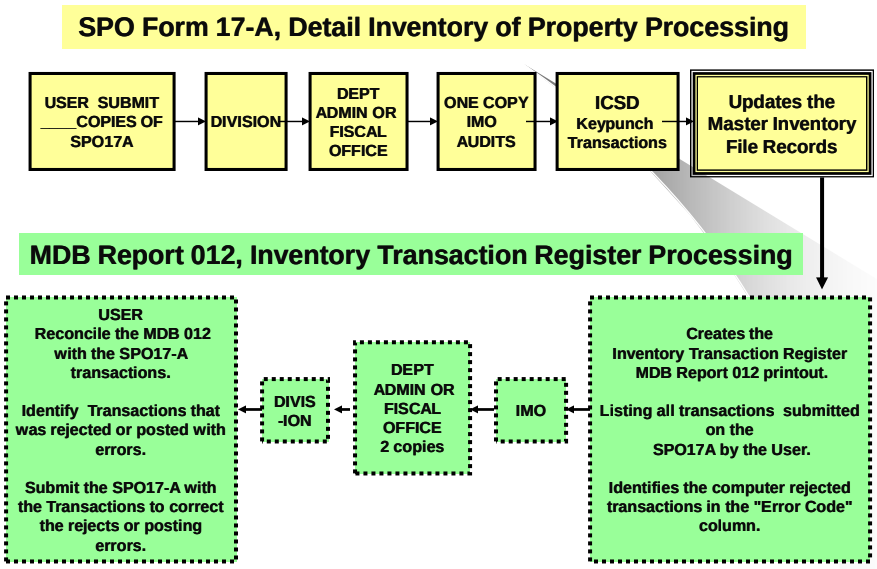
Flow Chart - Quarterly Inventory Update Process



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MDB 020 – Annual Inventory Report of Property

MDB REPORT 020 — STATE OF HAWAII — RUN DATE 08/04/03 — PAGE 1

ANNUAL INVENTORY REPORT OF PROPERTY

HAWAII STATE PUBLIC LIBRARY SYSTEM — PERIOD ENDING 06 / 30 / 03

The computer will sort the previous year inventory records by:

Distributed in August after completion of 4th Qtr Update Process

DEP	DIV	S/D	ISL	FND	PRO	LOC	MAINT CONTROL NO	ITEM CLASS	QTY	DESCRIPTION OF PROPERTY	ACQUIRED FY	* CD	ORIGINAL COST OF PROPERTY	DIS	VALUE OF PROPERTY REMOVED	TAG OR DECAL NUMBER
30	3	0	1				3000010			HAWAII STATE PUBLIC LIBRARY SYSTEM						
30	3	0	1			001	3000020			ADMINISTRATIVE SERVICES OFFICE						
30	3	0	1	1	3	001	3000030	3110	1	VEHICLE OLDS WGN IG3AJ85M9R6398329	94	2	13,833.00			SH6927
													13,833.00	*		
30	3	0	1	1	4	001	3000040	3239	1	BOOKCASE BEIGE 2 ADJ SH 36X17X36	85	2	1,252.70			E0000850
30	3	0	1	1	4	001	3000050	3239	1	BOOKCASE BEIGE 6 ADJ SH 36X17X78	98	5	1,050.28			E0000921
30	3	0	1	1	4	001	3000060	3375	1	COMPUTER IBM PC300 #3354	00	5	2,500.50			E0001000
30	3	0	1	1	4	001	3000070	3375	1	COMPUTER PRINTER HP LZRJT 5 #3245	95	5	1,050.50			E0000952
30	3	0	1	1	4	001	3000080	3373	1	COMPUTER SOFTWARE OMNI PAGE 386/25M	95	5	1,145.84			E0000953
30	3	0	1	1	4	001	*******	3205	1	COPY MACHINE XEROX 2485Z				1	4,750.35	E0000925
30	3	0	1	1	4	001	3000090	3300	1	COPY MACHINE XEROX M08			1,050.50			E0001000
30	3	0	1	1	4	001	3000100	3317	1	TELEVISION SONY 24IN SN 1342	96	5	450.50			E0000970
30	3	0	1	1	4	001	3000110	3317	1	TELEVISION SONY 24IN SN 1343	97	5	450.50			E0001002
													12,951.32	*	4,750.35	*
30	3	0	1	1	5	001	3000120	3373	1	COMPUTER SOFTWARE EXCEL2000	01	5	501.25			
													501.25	*		
													27,285.57	**	4,750.35	**

ORG Code Header Title

Location Code Header Title

1. ORG Code

2. LOC Code

3. PROPERTY Code & DESCRIPTION

4. Assign new MAINT. CONTROL NO. by 10 increments

Item removed last fiscal year (Disposal Code 1) asterisk in Maint. Control No. column & value in removed column

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Invoice – Source Documents- SPO Form 17A

COMPUTER COMPANY *Invoice* A-19971
123 Hawaii St.
Honolulu, Hawaii 96874 — Phone: 831-6756 Fax: 831-6786

Customer
Name: Hawaii State Public Library System
Address: 1250 Punchbowl St. Room 107
City: Honolulu State: HI Zip: 96789

Date: 7/10/03
P.O. No: 1234
Ordered by: Bob Smith
Deliver to: Admin Office

Qty	Description	Unit Price	TOTAL
1	IBM PC350 2.5GB 32MB S/N1234	1,563.00	1,563.00
1	Modem Internal US Robotic MDL 1245 S/N 2345	118.00	118.00
	Labor to Install Modem	20.00	20.00
1	MONITOR IBM PC350 #3245	410.00	410.00
	Shipping and Handling	25.00	25.00

Received By: *Robert Smith*
Date: 7/11/2003

Payment Details
☐ Cash
☐ Check
☒ Purchase Order

Subtotal	$ 2,136.00
State Tax	85.44
	$ 2,221.44
Trade-in	(100.00)
TOTAL	$ 2,121.44

Purchase of a personal computer.

Acquisition value includes purchase price and all expenditures: $2,221.44

Do not including the trade-in credit: $ 100.00

Addition to your inventory because it meets the $ 1000 inventory reporting threshold.

Assign decal number – E0001101.

Add transaction on your SPO Form 17A.

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Transfer of Property SPO Form 26 – Source Doc – SPO 17A

STATE OF HAWAII

AGS Form 18 (Rev. 4/85) **TRANSFER OF PROPERTY** PAGE 1 OF 1

INTRA AND INTER DEPARTMENTAL

TRANSFER DOCUMENT NO.: 04 - 1 DATE DOCUMENT PREPARED 8/12/03

(Losing Property Custodian assigns transfer document number)

FROM: LOSING DEPARTMENT / DIVISION / BRANCH

HAWAII STATE PUBLIC LIBRARY SYSTEM

Codes: Dept. 30, Div. 3, Sub-div. 0, Island 1, Fund 1

I certify that all property listed hereunder has been transferred to the Property Custodian shown in in the adjoining box.

Robert Smith 8/12/03

Losing Property Custodian Signature Date

Robert Smith, Property Custodian

Type Name and Title of Property Custodian

TO: GAINING DEPARTMENT/ DIVISION / BRANCH

DAGS, SPO, Inventory Management Office

Codes: Dept. 04, Div. 3, Sub-div. 0, Island 1, Fund 1

I acknowledge receipt of & assume accountability for all property listed hereunder.

Ron Omura 8/14/03

Gaining Property Custodian Signature Date

Ron Omura, Supervisor

Type Name and Title of Property Custodian

(1) LOSING CUST LOC CODE	(2) MAINT CONTROL NUMBER	(3) QTY	(4) DISCRIPTION OF PROPERTY	(5) FIS. YEAR ACQUIRED	(6) ORIGINAL COST OF PROPERTY	(7) LOSING CUSTODIAN DECAL NUMBER	(8) GAIN. CUST. LOC. CODE	(9) GAINING CUST. ITEM CLASS	(10) GAINING CUSTODIAN DECAL NUMBER
001	3000030	1	VEHICLE OLDS WGN IG3AJ85M9R398329	99	13,833.00	SH6927	014	3110	SH6927
	TOTAL	1		TOTAL	13,833.00				

Property information from your current inventory printout

THE ABOVE PROPERTIES WERE INSPECTED & RECEIVED BY: DATE: 8/12/03

Al Chang Alfred Chang 831-6756

SIGNATURE PRINT NAME PHONE NO.

DISTRIBUTION: LOSING CUSTODIAN (TOTAL DOCUMENTS = ORIGINAL + 3 COPIES) Original + 2 Copies - To Gaining Custodian for Signature. One Copy - For Losing Custodian's Suspense Fil

GAINING CUSTODIAN Completed Original - To DAGS, Inventory Mgmt. Office. One Completed Copy - To Losing Custodian. One Completed Copy - For Gaining Custodian's File.

LOSING CUSTODIAN MUST FOLLOW-UP INSURING DOCUMENT IS COMPLETED BEFORE REMOVAL FROM LISTING.

Used to transfer property to another state agency.

Losing Property Custodian:

- Initiates document-Assign transfer doc. no: fiscal year – doc (e.g. 04-1, 04-2,etc.); insert Page no. & Date.`
- Complete losing sections & cols 1 to 7.
  - Fill in name of gaining agency.
  - Property custodian sign & date.
  - Ensure signed by pickup person.
  - Distribution: original & 2 copies to gaining property custodian. 1 copy for your suspense file.
  - Follow-up to ensure completed by gaining property custodian before removal from your inventory record.

Gaining Property Custodian:

- Complete gaining sections & cols 8 to10.
  - Property Custodian sign and date.
- Distribute original to IMO & 1 copy to losing custodian.
  - Add to inventory records.

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OP CODE	DEC CODE	ORG CODE DEPT	DIV	S/DIV	ISL	FUND	PROPERTY	LOC CODE	MAINT CONTROL NUMBER	ITEM CLASS	QTY	DESCRIPTION OF PROPERTY START WITH A NOUN INCLUDE IF APPLICABLE MAKE / MODEL / SERIAL NUMBER) Limited To 39 Characters Includng Blank Spaces Font Size 11 or 12	FISCAL YEAR LADSIG	APT					DECAL
1	2	3-4	5	6	7	8	9	10-12	13-19	20-23	24-28	29 - 67	68-69	70	71	72-82	83	72-82	84-91
X = REMOVAL TRANSACTIONS												Use your current printout to fill-in the fields. Use the Maint Control No. that identifies the record							
												Transfer-out							
X	3	30	3	0	1	1	3	001	3000030	3110	1	VEHICLE OLDS IG3AJ85M9R6398329 TD04-1	94				2	13,833.00	SH6927

Attach Copy of TD

1 Donations
2 Transfers-In
3 Phy Inv Adj-Gains
4 Prop Code Change Gains
5 Purchases
6 Accounting Adj-Gains
7 Location Change-Gains
8 Price Chng Adj-Incr C3

1 Physical Disposals
2 Transfers-Out
3 Phy Inv Adj-Losses
4 Prop Code Chge Losses
5 Declass to M&S-Losses
6 Accounting Adj-Losses
7 Location Chge-Losses
8 Price Chg Adj-Decr C3

15 DESCRIPTION = Removal Trans (Op Code " X ") must have the justification after the description: e.g. Transfer Doc No.; Disposal Application No.; or Maint. Control No. of Duplicate item. Abbreviate or delete words in the existing description to adhere to the 39 spaces.

16 DISPOSAL CODE (Col 83) Explains the reason the item is being removed. The following are Disposal Codes for OP Code: " X " Removal.

CODE - DESCRIPTION

1 - Physical Disposal by Trade-in, Sale, Donation, Discard, & Surplus Prop Office, etc. (Require Approved Disposal Application No.)

2 - Transfer to another State agency (Require Completed Transfer Doc. No.).

3 - Physical Inv Adj - Losses: Missing, theft, disasters, etc (Require Approval DA No.)

5 - Declass to Supplies: Losses due to declass to supplies (Value below $1,000)

6 - Accounting Adj – Losses: removal due to duplicate posting & other posting errors (Require duplicate item's Maint. Control No.).

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Disposal Application – Source Documents - SPO Form 17A

STATE OF HAWAII
HAWAII STATE PUBLIC LIBRARY SYSTEM

June 9, 2003

DISPOSAL APPROVED
Date: June 16, 2003
Robert J. Governs
for the Administrator, State Procurement Office
Application No. 12343
Date: June 12, 2003

To: Mr. Aaron S. Fujoka, Administrator
State Procurement Office

Subject: DISPOSAL OF STATE PROPERTY

Application is hereby made for the disposal of government property under my custody and control. Pursuant to Chapter 3-130, HAR, I do solemnly swear and affirm the accuracy of this application.

1. *Robert Smith*
Robert Smith, Supervisor, Ph. 595-6576
Administrative Office
Location of Property: 1250 Punchbowl Street, Honolulu, HI. 96789 Rm 107

2. Description of the Property: ORG CODE: 30 - 301

	FND	PRO	LOC	MCN	CLASS	QTY	DESCRIPTION	FY	COST	DECAL
a.	1	4	001	2000230	3239	1	Bookcase 2 adj sh 36x17x36	85	1,252.70	E0000850
b.	1	4	001	2000280	3205	1	Copy Machine Xerox 2485Z	92	4,750.35	E0000925
									6,003.05	

3. Present condition and estimated value of the property;
a. Bookcase is termite eaten and beyond repair - no value.
b. Copy machine is broken and repair cost is beyond economical repair - no value.

4. Reason for wishing to delete or dispose of the property;
The bookcase and copy machine are "beyond economical repair".

5. What is the proposed method of disposal?
The bookcase and copy machine will be sent to the county landfill.

Ensure Certificate of Disposal SPO Form 34 is completed and sent to Inventory Management Office.

Removal transaction on your SPO Form 17A should have the maintenance control number based on the current MDB 020.

Manual –Chapter 8

23

OP CODE	REC CODE	ORG CODE DEPT	DIV	S/DIV	ISL	FUND	PROPERTY	LOC CODE	MAINT CONTROL NUMBER	ITEM CLASS	QTY	DESCRIPTION OF PROPERTY START WITH A NOUN INCLUDE IF APPLICABLE MAKE / MODEL / SERIAL NUMBER) Limited To 39 Characters Including Blank Spaces Font Size 11 or 12	FISCAL YEAR LADSITG	2	APP *	1 Donations 2 Transfers-In 3 Phy Inv Adj-Gains 4 Prop Code Change Gains 5 Purchases 6 Accounting Adj-Gains 7 Location Change-Gains 8 Price Chng Adj-Incr C3	1 Physical Disposals 2 Transfers-Out 3 Phy Inv Adj-Losses 4 Prop Code Chge Lo 5 Declass to M&S-Losses 6 Accounting Adj-Losses 7 Location Chge-Loeses 8 Price Chg Adj-Decr C3	DECAL
1	2	3-4	5	6	7	8	9	10-12	13-19	20-23	24-28	29 - 67	68-69	70	71	72-82	83	72-82	84-91
X = REMOVAL TRANSACTIONS												Use your current printout to fill-in the fields. Use the Maint Control No. that identifies the record							
												Disposal							
X	3	30	3	0	1	1	3	001	3000040	3239	1	BOOKCASE BEIGE 2 ADJ SHELVES DA12343	85				1	1,252.70	E0000850

Disposal Code 1 - Physical Disposal

15 DESCRIPTION = Removal Trans (Op Code " X ") must have the justification after the description:
Disposal Application 12343
Edit the existing description to 39 characters.

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OP CODE	REC CODE	ORG CODE DEPT	DIV	S/DIV	ISL	FUND	PROPERTY	LOC CODE	MAINT CONTROL NUMBER	ITEM CLASS	QTY	DESCRIPTION OF PROPERTY START WITH A NOUN INCLUDE IF APPLICABLE MAKE / MODEL / SERIAL NUMBER) Limited To 39 Characters Including Blank Spaces Font Size 11 or 12	FISCAL YEAR LADITG	APP*	1 Donations 2 Transfers-In 3 Phy Inv Adj-Gains 4 Prop Code Change Gains 5 Purchases 6 Accounting Adj-Gains 7 Location Change-Gains 8 Price Chng Adj-Incr C3	1 Physical Disposals 2 Transfers-Out 3 Phy Inv Adj-Losses 4 Prop Code Chge Losses 5 Declass to M&S-Losses 6 Accounting Adj-Losses 7 Location Chge-Losses 8 Price Chg Adj-Decr C3	DECAL
1	2	3-4	5	6	7	8	9	10-12	13-19	20-23	24-28	29 - 67	68-69	70	71 72-82	83 72-82	84-91

C = CHANGE TRANSACTION

Use your current printout to fill-in the fields.
Use the Maint Control No. that identifies the record

												Change Item Class, Description, & Value Increase					
C	3	30	3	0	1	1	4	001	3000090	3205	1	COPY MACHINE XEROX M08 W/SORTER	00	8	5,550.50	8	E0001000

Item Class Changed from 3300

DESCRIPTION Changed

Increase by 500.00

17 OP Code "C" - Change the existing record's: FUND, ITEM CLASS, QUANTITY, DESCRIPTION, FISCAL YEAR, CARRYING VALUE, & DECAL NO. One or more of these fields may be changed in a single transaction. Also to change ORG & Location Code Headers.

19 **IF DECREASE IN VALUE DISPOSAL Code (Col 83) 8 – Price Change Adj-Decrease**

18 ACQUISITION Code (Col 71) "C" Transaction
6 - Accounting Adj-Gains: Changes to: FUND, ITEM CLASS, DESCRIPTION, FISCAL YEAR, DECAL NO.
8 - Price Change Adj - Increase in the CARRYING VALUE.

25

Transactions to assemble two Television sets into one line Controlled - group items

D = DELETE TRANSACTIONS

Use your current printout to fill-in the fields.
Use the Maint Control No. that identifies the record

												Create Group Item & Prop Code Change					
D	3	30	3	0	1	1	4	001	3000100	3317	1	TELEVISION SONY 24IN SN 1342	96			4	450.50	E0001002
D	3	30	3	0	1	1	4	001	3000110	3317	1	TELEVISION SONY 24IN SN 1343	97			4	450.50	E0000970

20 OP Code D (Delete) is used to correct a record's ORG, PROPERTY, LOCATION Codes, or MAINT CONTROL NO.

An ADD Transaction must follow correcting the field(s). Also, used to Delete ORG & Location Code Headers, No ADD Transaction required.

DISPOSAL CODE (Col 83)
DELETE Trans Codes:
4 – Property Code Change - Losses

A = ADD TRANSACTION - To combine the two television sets.

Assign New Maint Control No.

Col 70 = Asterisk: Approximate Year

A	3	30	3	0	1	1	5	001	3000131	3317	2	TELEVISION SONY 24IN SN 1342/1343	97	*	4	901.00	

Prop Code 5 – Controlled Items

QTY

ACQ CODE (Col 71) 4– Property Code Change - Gains

CARRYING VALUE (Col 71) COST OF 2 TELEVISONS

NO DECAL REQUIRED

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OP CODES
A - Add
C - Change
D - Delete
R - Remove

1 Org/Loc Header Title
2 - Detail INventory

STATE OF HAWAII
DEPT. OF ACCOUNTING & GENERAL SERVICES
DETAIL INVENTORY OF PROPERTY
SPO FORM 17-A

Equipment
Classification of Property

Date Prepared: August 19, 2003

September 30, 2003
Quarter Ended

PAGE 1 OF 1

DEPARTMENT / DIV / SUB-DIV / BRANCH & ISLAND: HAWAII STATE PUBLIC LIBRARY SYSTEM, Admin Office - Oahu

PROPERTY CUSTODIAN: Bob Smith, Supervisor

PREPARED BY: FULL NAME & PHONE NO.: Jane Doe, 586-8356 (Phone Number)

PURCHASED FROM: APRN SYMBOL: If required by your organization

OP CODE	REC CODE	ORG CODE: DEPT	DIV	SUB-DIV	ISL	FUND	PROPERTY	LOC CODE	MAINT CONTROL NUMBER	ITEM CLASS	QTY	DESCRIPTION OF PROPERTY (START WITH A NOUN INCLUDE IF APPLICABLE MAKE / MODEL / SERIAL NUMBER) Limited To 39 Characters Including Blank Spaces Font Size 11 or 12	FISCAL YEAR: LADSITG	APP	ACQCD (1 Donations, 2 Transfers-In, 3 Phy Inv Adj-Gains, 4 Prop Code Change Gains, 5 Purchases, 6 Accounting Adj-Gains, 7 Location Change-Gains, 8 Price Chng Adj-Incr C3)	CARRYING VALUE OF ITEMS ON HAND AND ACQUIRED SINCE JULY 1st LAST YEAR BY	DISPCD (1 Physical Disposals, 2 Transfers-Out, 3 Phy Inv Adj-Losses, 4 Prop Code Chge Losses, 5 Declass to M&S-Losses, 6 Accounting Adj-Losses, 7 Location Chge-Losses, 8 Price Chg Adj-Decr C3)	VALUE OF ITEMS REMOVED FROM INVENTORY DURING FISCAL YEAR BY	DECAL NUMBER
												Purchases							
A	3	30	3	0	1	1	4	001	3000061	3375	1	COMPUTER IBM PC350 #123 W/MON/KB	03		5	2,221.44			E0001101
												Transfer-out							
X	3	30	3	0	1	1	3	001	3000030	3110	1	VEHICLE OLDS IG3AJ85M9R6398329 TD04-1	94				2	13,833.00	SH6927
												Disposal							
X	3	30	3	0	1	1	4	001	3000040	3239	1	BOOKCASE BEIGE 2 ADJ SHELVES DA12343	85				1	1,252.70	E0000850
												Change Item Class, Description, & Value Increase							
C	3	30	3	0	1	1	4	001	3000090	3205	1	COPY MACHINE XEROX M08 W/SORTER	00		8	5,550.50			E0001000
												Create Group Item & Prop Code Change							
D	3	30	3	0	1	1	4	001	3000100	3317	1	TELEVISION SONY 24IN SN 1342	96				4	450.50	E0001002
D	3	30	3	0	1	1	4	001	3000110	3317	1	TELEVISION SONY 24IN SN 1343	97				4	450.50	E0000970
A	3	30	3	0	1	1	5	001	3000131	3317	2	TELEVISION SONY 24IN SN 1342/1343	97	*	4	901.00			

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MDB Report 012 – SPO 17A - Submittal Results

STATE OF HAWAII — RUN DATE 010/21/03 — PAGE 1
MDB REPORT 012 — INVENTORY TRANSACTION REGISTER
HAWAII STATE PUBLIC LIBRARY SYSTEM — AS OF 1ST QUARTER

OPER	REC	DEPT	DIV	SUB-DIV	ISL	FUND	PROP	LOC	MAINT CONTROL NO	ITEM CLASS	QTY	DESCRIPTION	ACQUIRED FY	*	C	COST	DIS	DECAL	ERROR CODE
X	3	30	3	0	1	1	4	001	3000030	3110	1	VEHICLE OLDS IG3AJ8RM9R6398329 TD04-1	94			13,833.38	2	SH6927	DB017
												CONTROL TOTAL				.00			
												INPUT TRANSACTION				13,833.38			
												DIFFERENCE				13,833.38	-	***	
	3	30	3	0	1	1	4	001	3000040	3239	1	BOOKCASE BEIGE 2 ADJ SH 36X17X36	85		2	1,252.70		E0000850	
X	3	30	3	0	1	1	4	001	3000040	3239	1	BOOKCASE BEIGE 2 ADJ SH DA12340	85			1,252.70	1	E0000850	
A	3	30	3	0	1	1	4	001	3000061	3375	1	COMPUTER IBM PC350 #123 W/MODEM	01		5	2,221.44		E0001101	
		30	3	0	1	1	4	001	3000090	3300	1	COPY MACHINE XEROX M08	00		5	5,050.50		E0001000	
C	3	30	3	0	1	1	4	001	3000090	3205	1	COPY MACHINE XEROX M08 W/SORTER	00		8	5,550.50		E0001000	
	3	30	3	0	1	1	4	001	3000050	3239	1	BOOKCASE BEIGE 6 ADJ SH 36X17X78	98		5	1,050.28		E0000921	
D	3	30	3	0	1	1	4	001	3000050	3223	1	TELEVISION SONY 24IN SN 1342	96			450.50	4	E0000970	
	3	30	3	0	1	1	4	001	3000110	3223	1	TELEVISION SONY 24IN SN 1343	97		5	450.50		E0001002	
D	3	30	3	0	1	1	4	001	3000110	3223	1	TELEVISION SONY 24IN SN 1343	97			450.50	4	E0001002	
												CONTROL TOTAL				.00			
												INPUT TRANSACTION				9,925.64			
												DIFFERENCE				9,925.64	-	***	
A	3	30	3	0	1	1	5	001	3000131	3223	2	TELEVISION SONY 24IN SN 1342/1343	97	*	4	901.00			
												CONTROL TOTAL				.00			
												INPUT TRANSACTION				901.00			
												DIFFERENCE				901.00	-	***	

Transfer-out ERROR DB017 Wrong COST Correct Cost 13,833.00 Resubmit

Disposal

Purchase

Change-Item Class, Description & Value Increase.

MCN Wrong Item deleted Resubmit Adding Bookcase & Deleting TV

Create Group Item & Property Code Change

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MDB Report 012, Inventory Transaction Register Instructions

This printout results from the submission of the SPO Form 17A.

1. It list all transactions submitted on the SPO Form 17-A;
2. Rejected transactions will appear with an Error Code in the last column;
3. It serves as the formal transaction register for audit purposes.

Special Instructions:

Upon receipt the inventory person are to do the following:

1. Identify posting errors and computer rejected transactions by comparing the transactions submitted on the SPO Form 17A against those on this printout;
2. Submit an SPO Form 17A with the transactions correcting the errors.

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Error Codes and Descriptions – MDB Report 012

Rejected transaction will appear with an error code in the last column, this indicate that it was not processed. Resubmit the corrected transaction.

Error Codes and Description

DB001	**Add transaction (A) with duplicated maintenance control number.**
DB003	**Change transaction (C) with no matching record. Wrong record, organization, property or location code or maint. control no.**
DB004	**Removal transaction (X) with no matching record. Similar to DB003.**
DB005	**Delete transaction (D) with no matching record. Similar to DB003.**
DB006	**Invalid or blank property code.**
DB007	**Invalid or blank operation code.**
DB008	**Invalid or blank record code or duplication of maint. control no.**
DB009	**Blank maintenance control number.**
DB010	**Invalid header transaction (record code 1) with info in wrong fields.**
DB016	**Missing quantity, fiscal year or carrying value.**
DB017	**Removal transaction (X) with invalid disposal code or value removed.**

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Summary

- Submit your SPO Form 17-A anytime during the quarter.
- Add transactions require assignment of maint. control no.
- Delete, Removal & Change transactions require the used of the maint. control no. that identifies the line item.
- Maint. control no. changes every fiscal year.
- Delete transaction is followed by an Add transaction, except deleting of Headers.
- Removal transactions require justification in the description column, e.g.: Disposal Application No., Transfer Document No.(attach copy), & duplicated item Maint. Control No.
- Error Codes on the MDB Report 012, Transaction Register means the computer rejected the transaction. Resubmit the original transaction.

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Questions?

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Forms: http://hawaii.gov/spo/spo-forms/forms-for-state-and-county-personnel

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