

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

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.

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.

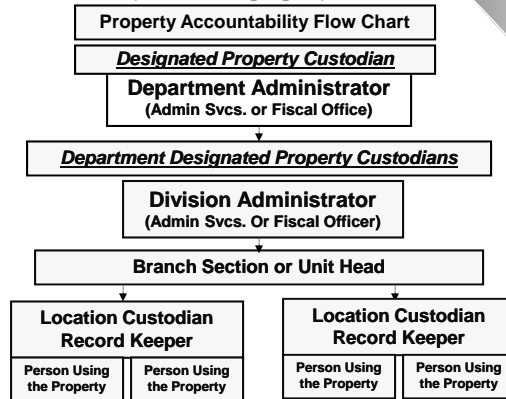
The fixed asset inventory records are included in the State of Hawaii Annual Financial Report, therefore used by auditors in the Annual Financial Audit of the State. Accurate inventory records results in a favorable auditor’s opinion, which leads to higher bond rating and lower interest rate when borrowing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

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.



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.

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	Location Code(s): Applicable Location Codes
Designated Custodian Signature: <i>Property Custodian Signature</i>		
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 Record-keeper's Name, Position & Phone No.
1. Update Fixed Asset Inventory System (FAIS) records to ensure the timely addition, correction & removal of items. 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 MDS 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. Walk-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.		

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.**

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		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		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
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		CARE & 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)

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.**

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.

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

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

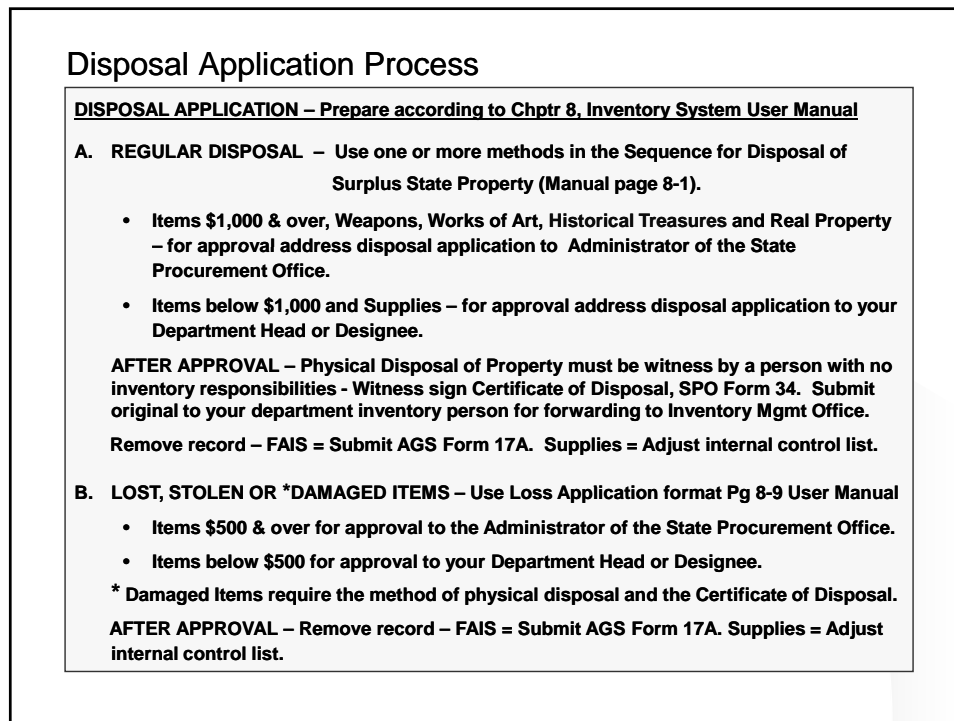
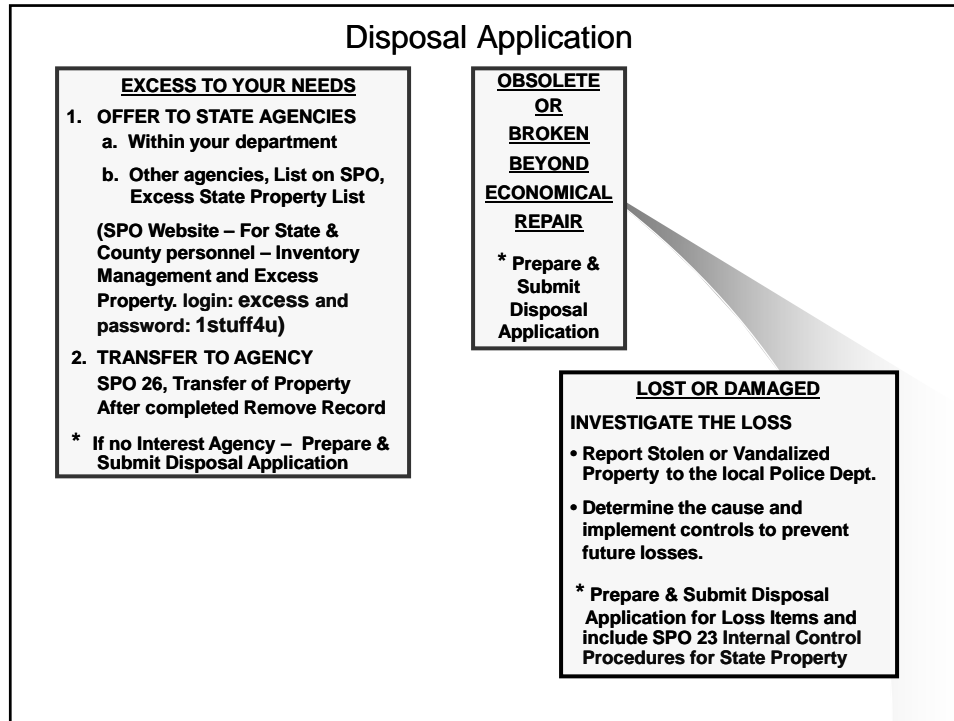
1. Consumable supplies are items that are consumed or loses its identity in use. Examples are paper, pencil, and other materials that are used within one year.
2. Non-consumable supplies are items that are not consumed in use and are below the equipment reporting threshold or are not considered controlled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

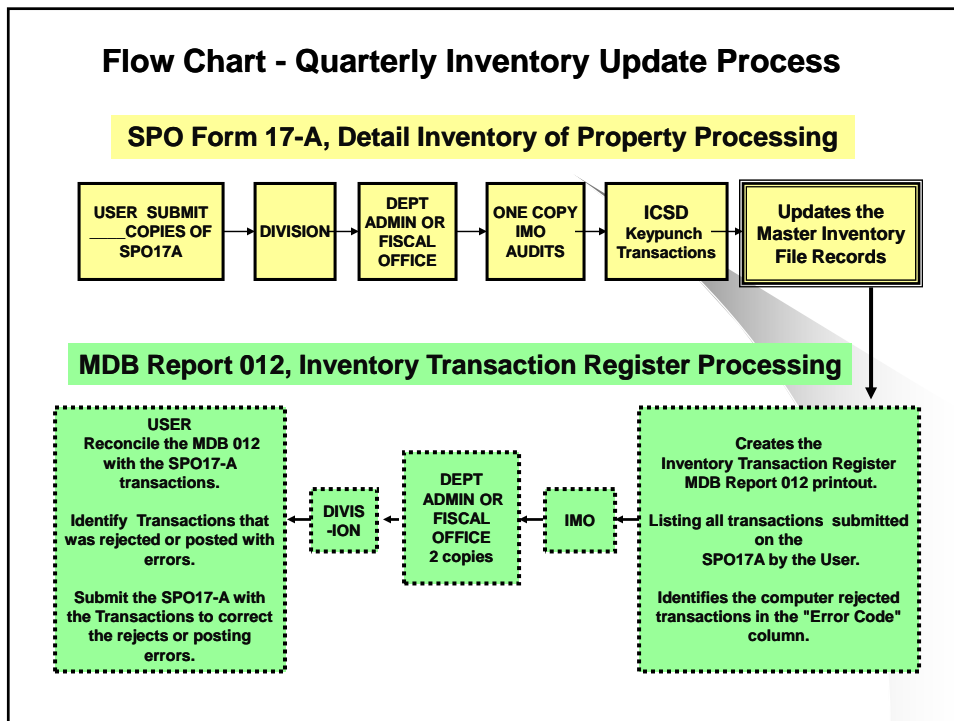
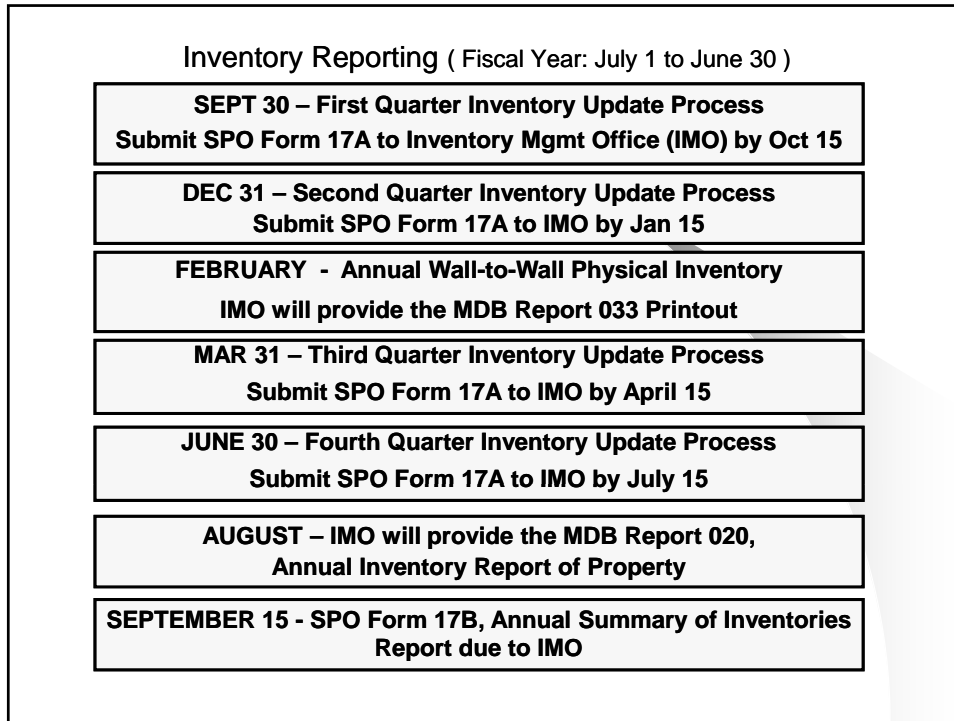
Inventory requirements:

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.





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				PERIOD ENDING 06/30/03										
HAWAII STATE PUBLIC LIBRARY SYSTEM				Distributed in August after completion of 4 th Qtr Update Process										
The computer will sort the previous year inventory records by:														
D E P V	D I L D	S N R O	F P O	MAINT NO	ITEM CLASS	QTY	DESCRIPTION OF PROPERTY	ACQUIRED FY	ORIGINAL COST OF PROPERTY	D I S R E M O V E D	VALUE OF PROPERTY REMOVED	TAG OR DECAL NUMBER		
30	3	0	1	3000010			HAWAII STATE PUBLIC LIBRARY SYSTEM ← ORG Code Header Title							
30	3	0	1	001	3000020		ADMINISTRATIVE SERVICES OFFICE ← Location Code Header Title							
30	3	0	1	1	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 LZ RJT 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				
30	3	0	1	1	4	001	3000090	3300	1	COPY MACHINE XEROX M08			1,050.50	E0001005
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	**	

Invoice – Source Documents- SPO Form 17A

COMPUTER COMPANY Invoice A-19971

123 Hawaii St.
Honolulu, Hawaii 96874 Phone: 831-6756 Fax: 831-6786

Customer	Date: 7/10/03
Name: Hawaii State Public Library System	P.O. No: 1234
Address: 1250 Punchbowl St. Room 107	Ordered by: Bob Smith
City: Honolulu State: HI Zip: 96789	Deliver to: Admin Office

Qty	Description	Unit Price	TOTAL
1	IBM PC350 2.5GB 32MB S/N1234	1,563.00	1,563.00
1	Modern Internal US Robotic MDL 1245 S/N 2345	118.00	118.00
	Labor to Install Modern	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	Subtotal	\$ 2,136.00
<input type="checkbox"/> Cash	State Tax	85.44
<input type="checkbox"/> Check		\$ 2,221.44
<input checked="" type="checkbox"/> Purchase Order	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.

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-driv. 0 Island Fund 1	TO: GAINING DEPARTMENT / DIVISION / BRANCH DAGS, SPO, Inventory Management Office Codes: Dept. 04 Div. 3 Sub-driv. 0 Island Fund 1
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I certify that all property listed hereunder has been transferred to the Property Custodian shown in the adjoining box.

Losing Property Custodian Signature: Robert Smith Date: 8/12/03
Gaining Property Custodian Signature: Ron Omura Date: 8/14/03
(Type Name and Title of Property Custodian)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
LOSING CUST. LOC. CODE	MAINT CONTROL NUMBER	QTY	DESCRIPTION OF PROPERTY	FILE YEAR ACQU. INFO.	ORIGINAL COST OF PROPERTY	LOSING CUSTODIAN DECAL. NUMBER	GAIN. CUST. LOC. CODE	GAINING CUST. ITEM CLASS	GAINING CUSTODIAN DECAL. NUMBER
001	3000030	1	VEHICLE OLDS WGN IG3AJ85M9R398329 Property information from your current inventory printout	99	13,833.00	SH6927	014	3110	SH6927
TOTAL			1	TOTAL		13,833.00			

THE ABOVE PROPERTIES WERE INSPECTED & RECEIVED BY: DATE: 8/12/03
Al Chang Alfred Chang 831-6756
(SIGNATURE) (PRINT NAME) (PHONE NO.)

DISTRIBUTION: (TOTAL DOCUMENTS = ORIGINAL + 3 COPIES)
Original + 2 Copies - To Gaining Custodian for Signature. One Copy - For Losing Custodian's Signature File.
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 to 10.
 - Property Custodian sign and date.
- Distribute original to IMO & 1 copy to losing custodian.
 - Add to inventory records.

REMOVAL CODE	ORG CODE				FUND	PROPERTY	LOC CODE	MAINT CONTROL NUMBER	ITEM CLASS	QTY	DESCRIPTION OF PROPERTY START WITH A NOUN INCLUDE IF APPLICABLE MAKE / MODEL / SERIAL NUMBER <u>Limited To 39 Characters Including Blank Spaces</u> <u>Font Size 11 or 12</u>	FISCAL YEAR	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 Chg Adj-Intr CD	1 Physical Disposals 2 Transfers-Out 3 Phy Inv Adj-Losses 4 Prop Code Chge Losses 5 Declass to M&S 6 Accounting Adj-Losses 7 Location Chge-Losses 8 Price Chg Adj-Deer CD	DECAL	
	1	2	3	4												
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	3	001	3000030	3110	1	VEHICLE OLDS IG3AJ85M9R6398329 TD04-1	94		2	13,833.00	SH6927
Attach Copy of TD																
<p>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.</p>																
<p>16 DISPOSAL CODE (Col 83) Explains the reason the item is being removed. The following are Disposal Codes for OP Code: " X " Removal.</p> <p style="text-align: center;">CODE - DESCRIPTION</p> <p>1 - Physical Disposal by Trade-in, Sale, Donation, Discard, & Surplus Prop Office, etc. (Require Approved Disposal Application No.)</p> <p>2 - Transfer to another State agency (Require Completed Transfer Doc. No.)</p> <p>3 - Physical Inv Adj - Losses: Missing, theft, disasters, etc (Require Approval DA No.)</p> <p>5 - Declass to Supplies: Losses due to declass to supplies (Value below \$1,000)</p> <p>6 - Accounting Adj - Losses: removal due to duplicate posting & other posting errors (Require duplicate item's Maint. Control No.)</p>																

Disposal Application – Source Documents - SPO Form 17A

**STATE OF HAWAII
HAWAII STATE PUBLIC LIBRARY SYSTEM**

June 9, 2003

DISPOSAL APPROVED
Date: June 16, 2003
Sarah Allen
Administrator, State Procurement Office
Application No. **12343**
Date: June 12, 2003

To: Sarah Allen, 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.

- Robert Smith
Robert Smith, Supervisor, Ph. 595-6576
Administrative Office
Location of Property: 250 Punchbowl Street, Honolulu, HI, 96789 Rm 107
- Description of the Property: ORG CODE: 30 - 301

FN	PRO	LOC	MCN	CLASS	QTY	DESCRIPTION	FY	COST	DECAL
a.	1	4	001	20002303239	1	Bookcase 2 adj sh 36x17x3685	1,252.70	E0000850	
b.	1	4	001	20002803205	1	Copy Machine Xerox 2485Z 92	4,750.30	E0000925	6,003.05

- Present condition and estimated value of the property:
Bookcase is termite eaten and beyond repair - no value.
Copy machine is broken and repair cost is beyond economical repair - no value.
- Reason for wishing to delete or dispose of the property:
The bookcase and copy machine are "beyond economical repair".
- What is the proposed method of disposal?
The bookcase and copy machine will be sent to the county landfill.

A1

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

FISCAL YEAR	DESCRIPTION OF PROPERTY START WITH A NOUN INCLUDE IF APPLICABLE MAKE / MODEL / SERIAL NUMBER <u>Limited To 39 Characters Including Blank Spaces</u> Font Size 11 or 12	FISCAL YEAR	1		2		3		4		5		6		7		8		DECAL		
			1	2	1	2	1	2	1	2	1	2	1	2	1	2					
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																					
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>15 DESCRIPTION = Removal Trans (Op Code " X ") must have the justification after the description: Disposal Application 12343 Edit the existing description to 39 characters.</p> </div>																					

O P C O D E	ORG CODE								P R O P E R T Y	L O C O D E	M A I N T C O N T R O L N U M B E R	I T E M C L A S S	Q T Y	D E S C R I P T I O N O F P R O P E R T Y <small>START WITH A NOUN INCLUDE IF APPLICABLE MAKE / MODEL / SERIAL NUMBER <u>Limited To 39 Characters Including Blank Spaces</u> <u>Font Size 11 or 12</u></small>	F I S C A L Y E A R	D I S P O S A L				D E C A L
	D E P T	D I V	S U B D I V	F U N D	1	2	3	4												
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.																				

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 TELEVISIONS				NO DECAL REQUIRED	

SPO CODES A - Add C - Change D - Delete S - Remove										STATE OF HAWAII DEPT. OF ACCOUNTING & GENERAL SERVICES DETAIL INVENTORY OF PROPERTY SPO FORM 17-A										Date Prepared August 19, 2003									
Equipment Classification of Property										September 30, 2003										PAGE 1 OF 1									
1 - Org./Loc Header Title 2 - Detail Inventory										PREPARED BY: Jane Doe 586-8356 Phone Number										PURCHASED FROM: If required by your organization									
DEPARTMENT / DIV / SUB-DIV / BRANCH & ISLAND HAWAII STATE PUBLIC LIBRARY SYSTEM Admin Office - Oahu										PROPERTY CUSTODIAN: Bob Smith Supervisor										A CARRYING VALUE OF ITEMS ON HAND AND ACQUIRED SINCE JULY 1 ST LAST YEAR BY		D VALUE OF ITEMS REMOVED FROM INVENTORY DURING FISCAL YEAR BY							
ORG CODE	DEPT	DIV	SUB-DIV	BRANCH	ISLAND	FISCAL YEAR	LOC CODE	MAINT CONTROL NUMBER	ITEM CLASS	QTY	DESCRIPTION OF PROPERTY START WITH A HORN INCLUDE IF APPLICABLE (MAKE / MODEL / SERIAL NUMBER) Limited To 29 Characters Including Blank Spaces Full Size 11 or 12	FISCAL YEAR	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 Chng Losses	5 Declass to M&S-Losses	6 Accounting Adj Losses	7 Location Chng-Losses	8 Price Chng Adj Decr C3	DECAL NUMBER
Purchases																													
A	3	30	3	0	1	1	4	001	3000061	3375	1	COMPUTER IBM PC350 #123 W/MONKB	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													

MDB Report 012 – SPO 17A - Submittal Results

MDB REPORT 012 HAWAII STATE PUBLIC LIBRARY SYSTEM										STATE OF HAWAII INVENTORY TRANSACTION REGISTER AS OF 1ST QUARTER										RUN DATE 0102/03		PAGE 1	
O R D S I F P	M A I N T	ACQUIRED										D		E R R O R									
P E E I / S N R	LOC CONTROL	ITEM	QTY	DESCRIPTION							COST		DECAL	CODE									
C P V D L D O	N O	C L A S S									F Y * C												
X	3	30	3	0	1	1	4	001	3000030	3110	1	VEHICLE OLDS IG3AJ85M9R6398329 TD04-1	94		13,833.38	2	SH6927	DB017					
CONTROL TOTAL										.00													
INPUT TRANSACTION										13,833.38													
DIFFERENCE										13,833.38													
X	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					
C	3	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					
C	3	30	3	0	1	1	4	001	3000050	3239	1	BOOKCASE BEIGE 6 ADJ SH 36X17X78	98	5	1,050.28			E0000921					
C	3	30	3	0	1	1	4	001	3000050	3223	1	TELEVISION SONY 24IN SN 1342	96		450.50	4		E0000970					
C	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

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.

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. |

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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