

Prepared by Property and Fund Management Office  
This replaces Administrative Procedure A8.517  
dated December 2000.

A8.517

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A8.505 State Personal Property

June 2001

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A8.517 Reports

The following reports are used by Property Custodians and Fiscal Officers in discharging related responsibilities outlined in Administrative Procedures section A8.505.4, Applicability/Responsibilities, and section A8.507.9, Reporting:

Report THDR030: Acquisition Report By SL Account Code

This monthly report displays the cost contributed by the FMIS 10-digit subsidiary ledger (SL) account code to acquire the asset. In the case of non-cash acquisitions, the report displays the FMIS 10-digit SL account code to which the property is accountable. Fiscal officers should retain this report.

Report THDR030D: Acquisition Report By Fiscal Officer

Fiscal officers should use this monthly report to distribute property decals to the respective property custodians. Property custodians should use this report to locate and physically affix the decal onto the property. The cost listed on this report is the total cost of the asset, regardless of the number of FMIS 10-digit SL accounts used to acquire the asset.

The information contained on this report should be checked for accuracy. Any errors in property custodian, location, ownership code, SL account code, and asset Fiscal Officer, should be reported to the Inventory Management Section via the form FMIS-74, Equipment Transfer. All other asset

information errors shall be reported via memorandum by asset number. The Inventory Management Section will use the equipment transfer form or memorandum to update the asset record.

Report THDR035: Cost-Changes Report By SL Account Code

This monthly report shows changes such as subsequent acquisitions made to existing assets, cost contributions made to fabrications, refunds from vendors after initial purchase, etc. Fiscal officers should retain this report.

Report TBDR040: Disposal Report By SL Account Code

This monthly report displays the FMIS 10-digit SL account code associated with an asset record after disposal action. Fiscal officers should retain this report.

Report THDR040D: Disposal Report By Fiscal Officer

This monthly report provides confirmation of the disposal action to the fiscal officer and property custodian. Fiscal officers should distribute this report to the respective property custodians.

Report THMU300A: Annual Inventory Verification Report

This report is used by property custodians to conduct the annual physical inventory to ensure that the listed property is accounted for and that all items are in use, useable, and needed.