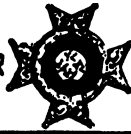




GENERAL ORDER



SERIES
603

NUMBER
3

EFFECTIVE DATE
November 30, 1979

SUBJECT:

Grant Purchased Property

DISTRIBUTION

D

ORIGINATING UNIT

PDD

The purpose of this order is to establish procedures for the utilization, accountability and disposition of property acquired in whole or in part with federal funds.

PART I Responsibilities and Procedures for Supervisory and Command Personnel

- A. Definitions.
- B. Property Acquisition.
- C. Accountability.
- D. Disposition Procedures.

PART I

A. Definitions.

1. Non-Expendable Personal Property.

Non-expendable personal property means tangible personal property having a useful life of more than one year and an acquisition cost of \$100 or more per unit.

2. Property Disposition.

Property disposition means the transfer of grant purchased property to the custody of the grantor agency for further disposition, or the sales of such property when authorized by the grantor agency, when the property is no longer required relative to the project for which purchased and there is no need for the property elsewhere within the department.

B. Property Acquisition.

1. Upon the approval of a grant application involving the purchase of property, in whole or in part, with grant funds, the designated Project Director shall submit a PD Form 160 containing a detailed description of the required property, the project for which the property will be utilized and the grant number assigned to the project, to the Director, Property Division.

2. Upon receipt of PD Form 160, the Director, Property Division, shall retain a copy and establish a property file relative to the grant project. The original copy of PD Form 160 shall then be forwarded to the Office of Finance and Management, Purchasing Section.

3. The Office of Finance and Management, Purchasing Section, shall prepare the necessary purchase orders for the property, ensuring that each purchase order contains the title of the project for which the property is being

purchased and the federal grant number assigned to the project. Two copies of the purchase order shall be forwarded to the Property Division where one copy shall be retained in the project file.

C. Accountability.

1. Upon receipt of grant purchased non-expendable property, the Property Division shall prepare an inventory record which allows for:

- a. A description of the property.
- b. The manufacturer's serial number or other identification number.
- c. The acquisition date and cost.
- d. The source of the property.
- e. The location, use and condition of the property.
- f. The ultimate disposition of the property including sale price or the method used to determine current fair market value.

The inventory record shall then be made part of the project's property file.

2. Following completion of the inventory and processing, the Property Division shall transfer the property to the custody of the designated Project Director who shall be responsible for the accountability and control of the property until such time as it is returned to the Property Division.

3. At the beginning of each fiscal year, Project Directors shall be responsible for conducting an inventory of all non-expendable property being utilized in connection with an ongoing project. Additionally, all non-expendable property shall be inventoried upon termination of the project and prior to transfer of the property to the custody of the Property Division. A report on all inventories shall be forwarded to the Property Division for inclusion in the project's property file.

4. When preparing quarterly project status reports, Project Directors shall include in these reports an updated list of all non-expendable property purchased in conjunction with the project and a description of any non-expendable property which is unaccounted for. Quarterly project status reports shall be submitted to the Director, Planning and Development Division, no later than 15 days following the end of the quarterly period. A copy of the reports shall be provided to the Director, Property Division.

D. Disposition Procedures.

1. Within 30 calendar days following the termination of the grant period, Project Directors shall submit a list of non-expendable property on hand to the Director, Planning and Development Division. The list shall be divided into two parts:

- a. Items that the Project Director would like to retain.
- b. Items that are excessive and no longer required.

2. Upon receipt of the above information, the Director, Planning and Development Division, shall ascertain whether any other element within the department has need of the items identified as excessive. After making this determination, the Director of the Planning and Development Division shall arrange for the transfer and retention of the items requested to be retained within the department, and the disposition of those items that are no longer required.

3. The Director, Planning and Development Division, shall be responsible for coordinating with the appropriate grantor agency regarding the disposition of all non-expendable grant property. Upon receipt of disposition instructions, the Director, Planning and Development Division, shall advise the Director, Property Division, as to the appropriate disposition procedures. The Director, Property Division, shall ensure that the project's property record reflects the disposition action taken.

4. Upon receipt of approval to retain grant purchased property, the Director, Property Division, shall make the necessary adjustments to absorb the property into the department's accountable inventory.


Burtell M. Jefferson
Chief of Police

BMJ:RJB:jtw