PROPERTY

Identification
Clearly label all equipment as property of USDA-ARS. This is particularly important at university locations to distinguish state-owned from federally-owned property. This property belongs to the United States Department of Agriculture. Removal of this property is a federal offense. Property purchased for $5000 and above should be assigned a label with an AG number.

Excess Property Forms
Each location may be different in reporting excess property. Some Administrative Offices are still using Form SF-120 and some are automated and on-line with NFC and do not use the form. Whatever method is used, excess property is to be reported to the Administrative Office. Once the property is reported, it will be declared excess; then it is in the excess property system waiting for proper disposal and will come off the individual’s inventory list through NFC. Also attached are Forms AD-112, Report of Unserviceable, Lost, or Damaged Property, and AD-107, Report of Transfer or Other Disposition or Construction of Property, which are handled in the same manner.

If you want to request property from the excess property system a SF-122, Transfer Order Excess Personal Property must be completed and forwarded to your AO.

Effective August 29, 2005, Departmental Excess Personal Property Coordinators (DEPPC) ceased to exist. On that date, the Agency Asset Management System (AAMS), which is a module within GSA's GSAXcess system, became operational for all USDA to report and search for excess personal property. AAMS will be used to report all excess property for 15 days internal screening. Following this the property will automatically go from AAMS to GSAXcess for federal screening for 21 days. To obtain access to AAMS for MWA, contact Rebecca Holzinger.
United States Department of Agriculture

Report of Transfer or Other Disposition or Construction of Property

1. Type of Transaction (Report each type separately)
   - □ Transfer
   - □ Sale
   - □ Trade In
   - □ Donation
   - □ Construction
   - □ Rehab
   - □ As-Is

2. Authorization Reference

3. Proceeds Received
   - $ [Blank]

4. Reporting Agency
   - USDA-ARS-MWA

5. Receiving Agency (Or Name of Purchaser or Donee)
   - USDA-ARS-MWA

6. Organizational Unit
   - Plant Genetics Research Unit

7. Location
   - Curtis Hall-UMC, Columbia, MO 65211

8. Title
   - C. Signature

9. Title
   - D. Title
   - Dr. Michael McMullen, Res Geneticist Plants

10. E. Date

11. Property Items

<table>
<thead>
<tr>
<th>Quantity (Or Prop. No.)</th>
<th>Item Description</th>
<th>Inventory Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG00002188408</td>
<td>Massey-Ferguson Farm Tractor, Model 135, S/N 9A53173, Acquired 11/1/74, Acq. Cost $2,682.00</td>
<td>2,682.00</td>
</tr>
</tbody>
</table>

Certifications of Property and Fiscal Officers

7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the property records proceeds, if any, are to be deposited to:

8. Fiscal Officer:
   - A. □ The sum indicated below has been received in payment for the property disposed of.
   - B. □ The necessary entries have been made to adjust the accounting records.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Schedule No.</th>
</tr>
</thead>
</table>

Signature Date

Signature Date

This form was electronically produced by Elite and modified by USDA/ARS/ITD using Informs software.
REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY

PROPERTY REPORT NO. COL-33-04

SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT

1. STATUS OF PROPERTY (Check only one-report each one type separately)
   ☑️ Unsatisfactory
   ☑️ Obsolete
   ☑️ Cannibalized for parts
   ☑️ Damaged
   ☑️ Destroyed
   ☑️ Others

2. REPORTING ACTIVITY (Show agency, unit and address)
   USDA-ARS-MNA-Plant Genetics Research Unit
   205 Curtis Hall-UMC
   Columbia, MO 65211

3. PROPERTY ITEMS (See attachment for additional entities)
   QN
   ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE
   (Give present condition and estimated cost of repair)
   A
   ACQUISITION COST
   B
   EXPLANATION/DISPOSAL INSTRUCTIONS (If lost, stolen, or destroyed, give detail.
   Was this reported to proper authorities?)
   C
   Parts cannibalized. Request permission to scrap.
   D
   E
   F

DISPOSAL INSTRUCTIONS
   Save all useable parts for future repairs on similar government equipment and scrap remaining material. Complete Block IV on Form AD-112 and return the original copy to the Administrative Office.

4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN DATE
   J. Perkins

SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION

DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY

1. After due consideration of all known facts and circumstances in this case, it is determined that
   ☑️ a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability.
   ☑️ b. There appears to be gross negligence involved, therefore, the case returned to agency officials for appropriate action under the Debt Collection Act.
   ☑️ c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.

2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER DATE
   ❌

SECTION III - AUTHORIZATION FOR CANNABILIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY

1. Unsatisfactory property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FFMR 101-45.9 based on any of the following determinations as further explained in section I-3(D).
   - a. Property has no commercial value.
   - b. Health, safety, or security considerations require immediate abandonment or destruction.
   - c. Costs of care and handling exceed expected small lot sales proceeds.
   - d. Regulation or directive requires abandonment or destruction.
   - e. Property is uneconomical to repair/that needed by another user and may be cannibalized for parts. (Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)

2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER DATE
   ☑️

SECTION IV - CERTIFICATION FOR COMPLETION OF CANNABILIZATION, ABANDONMENT, OR DESTRUCTION: I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).

1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER DATE
   11/09/04

3. SIGNATURE OF WITNESS DATE

SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS

1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER (The necessary entries have been made to adjust property records.)
2. DATE

3. SIGNATURE OF FISCAL OFFICER (The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s))
4. DATE

This form was electronically produced by Clarus Federal Systems, Inc.
Modifed by USDA-ARS/AFSC/EPD on 2/10/96

November 2008
## Transfer Order

### Excess Personal Property

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Acquisition Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Generator</td>
<td>θ/t</td>
<td>1</td>
<td>509.40</td>
</tr>
</tbody>
</table>

DTID: SZW53603250089; NSN: 611500GENERAT; Site: WA; FED CC: H7; Storage Location: Y040110AO

The above item is required for program needs for which definite plans exist.

<Signature>

Research Leader

---

*Include ZIP Code* 
This form was electronically produced by Ella Federal Forms, Inc.
The Property Pass, Optional Form 7, is to be used whenever property is removed from the building. It is to be properly filled out and signed by whoever is assigned and responsible for that property and handed to the guard when leaving the building. If there is not a guard, then the person who is responsible for the property signs and keeps the pass. Keep a copy of this signed form with the property.
ANY EQUIPMENT LEAVING GOVERNMENT PREMISES NEEDS AN APPROVED PROPERTY PASS

All 'blanket pass' equipment off-site forms need to be done each calendar year. A 'blanket pass' is for government equipment that an employee has a need for on a regular basis. The following procedures apply to a blanket pass:

1. Certify that all requests for removal of government property are needed and are used in connection with an approved ARS project or program and not for personal use.

2. A memo must be prepared from the borrower to the Administrative Officer through their supervisor, fund holder and accountable property officer. The memo should specify description of equipment, serial number, reason and location for use and also contain the following statement: "Borrowing of this property will not negatively impact the ARS program(s) at the facility."

3. The memo will be approved or disapproved by the Administrative Officer and a copy will be returned to the borrower through the fund holder and a copy to the accountable officer.

4. The borrower should carry their approved pass when leaving the facility to provide evidence of approval for removal of the government property.

If the government property is for a specific purpose (short term), the 'Equipment Use Off Site' form (attached) needs to be completed.

(NOTE: These procedures apply to ALL equipment including cameras, tape recorders, PCs, laptops, calculators, etc.)
EQUIPMENT USE OFF-SITE

NAME: _________________________ DATE: ________________________

DESCRIPTION OF EQUIPMENT: __________________________________

SERIAL NUMBER: __________________________________

DATE NEEDED: __________________________________

DATE TO BE RETURNED: ______________________________

REASON FOR USE:

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

WHERE WILL PROPERTY BE USED?

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

SIGNATURES:    APPROVED    DISAPPROVED

BORROWER: _______________________________________

IMMEDIATE SUPERVISOR: __________________________    _____         _____

ACCOUNTABLE OFFICER: ___________________________   _____         _____

FUNDHOLDER: _____________________________________   _____         _____

BORROWING OF THIS PROPERTY WILL NOT NEGATIVELY IMPACT THE ARS PROGRAM AT THE FACILITY.