

~~CONFIDENTIAL~~

File

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VIA: AIR POUCH

3 May 1949

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TO : All Station Chiefs

FROM :

SUBJECT: General Administrative

25X1A

1. In order to comply with existing regulations, annual physical inventories of non-expendable property must be made by each field station. This annual inventory will prevent the carrying of missing property on the records for extended periods and will aid in correcting discrepancies between the records of headquarters and field stations. This inventory will be taken as of 30 June, the close of the fiscal year.

2. Inventories must include all non-expendable property within the jurisdiction of the station, except items which are carried as exchange commodities. Property in the possession of individuals will also be listed. If for geographic or other reasons, items issued on a memorandum receipt basis cannot be physically verified, the quantity as listed on the M/R will be reported.

3. Two copies of the inventory listed on Form 36-16, "Report of Inventory Adjustment", or a similar form, signed by the Responsible Officer, will be submitted to headquarters within thirty (30) days after the end of the fiscal year. One copy will be retained by the Responsible Officer for his files.

4. The copy retained by the Responsible Officer will be assigned the next voucher number and will serve as an Inventory Adjustment Voucher. The physical balances on all items will be posted to the Stock Record Cards. Any shortages between the recorded balance and inventory balance will be justified immediately by the preparation of a "Survey Report" to explain the shortages. This "Survey Report" will not be vouchered, but will be used as a supporting document to the "Report of Inventory Adjustment" submitted to headquarters. Overages may be explained by the insertion of a brief statement on the "Report of Inventory Adjustment".

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Receipt per

in OSO Manual

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