

Jac
9/16/60

Chief, [redacted]
Chief, [redacted]

6 September 1960

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Type II Financial Property Accountability (FPA)

1. In accordance with my 26 August 1960 memorandum, arrangements have been concluded with other Organizational Offices to permit the establishment of Type II FPA at the [redacted] by the Administrative Officer upon his return. The following are instructions for his use.

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2. Implementation

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1 September has been set as the date Type II will be established at the [redacted] and the date on which the opening inventory will be based. Shipping Documents for material shipped from Headquarters subsequent to 1 September 1960 will bear the following stamp:

**"Type II - Accountability
Upon receipt consider this shipment
as material asset after opening inventory."**

Receipt of this material should be recorded in accordance with paragraph [redacted] Material received subsequent to 1 September on Shipping Documents which do not bear the above stamp will be recorded on the Property Control Register (Form 1329a) as an increase to dollar value accountability and noted in the Description of Transaction column: "Shipping Document Cargo No. -- Shipped prior to opening inventory."

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3. Opening Inventory

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The [redacted] opening inventory must reflect all nonexpendable property at the [redacted] as of 1 September, and the dollar report, which should be submitted before 31 October 1960, should contain the following:

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- a. Identification of [redacted] and Requisition Code Number.
- b. Dollar Value of opening inventory by material unit.

Care should be exercised to ensure that the opening inventory includes all [redacted] nonexpendable property issued on a loan basis to

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JOB NO. _____ BOX NO. _____ FILE NO. _____ DOC. NO. 30 NO CHANGE
 IN CLASS/ DECLASS/ CLASS CHANGED TO: IS S C RET. JUST. _____
 NEXT REV DATE _____ REV DATE 2/16/79 REVIEWER _____ TYPE DOC. 02
 NO. PGS. 2 CREATION DATE _____ ORG COMP U OPI 2 ORG CLASS A
 REV CLASS A REV COORD. _____ AUTH: HR 70-3

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another organization, and does not contain any nonexpendable property issued to the [] on a loan basis.

Since it is mandatory that each item of nonexpendable property have a unit price, prices should be determined from acquisition documents, commercial catalogs, the "Price Supplement to the Supply Catalog", or by estimation based upon the value of comparable items which may be found in the supply catalogs, mail-order catalogs, or on the local economy.

4. Other Procedures

Other procedures, not covered in Regulation [] which are required by the Comptroller for accurate maintenance of their records are as follows:

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a. When property is transferred from one [] to another, the applicable allotment number involved should be posted to the Property Control Register (Form 1329a). This information is essential for accounting purposes and should be reflected on the copies of the Property Control Register submitted with the [] annual report.

b. The original copy of payment vouchers for local procurement of nonexpendable material should contain the following information:

Material Unit _____

Cost of Item _____

Document Control No. _____

You may have a rubber stamp made for this purpose.

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5. If [] has any questions, please have him advise us by message.

FOR THE CHIEF, []

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[]

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- cc: Chief, TAS/Comptroller
- Chief, Supply Division/OL
- Chief, Finance Division
- Chief, Fiscal Division