

## Revisions to the Property Procedures Manual

September 2024

Page 9: Government Furnished Property or Equipment (GFP or GFE)

- Addition of FAR and DFARS reference.
- Revision of government notification process paragraph.

Page 17: Receiving

- Addition of FAR reference.

Page 18: Records

- Addition of FAR reference and clarification of required record entry.
- Addition of Vehicle Receiving procedure.

Page 23: Property Condition Codes

- Addition of Loaned Equipment condition code.

Page 24: Property Condition Codes

- Addition of regulation and instruction for GFP loss.

Page 24: Annual Physical Inventories

- Addition of State and Federal regulations.

Page 25: Annual Physical Inventories

- Change of physical inventory from barcode scanning to department certificates.

Page 25: Sub-Contractor Control

- Addition of FAR.

Page 26: Reports

- Ensure accurate report before submission and addition of FAR.

Page 27: Relief of Stewardship Responsibilities

- Addition of FAR and statement of the regular request of relief of stewardship.

Page 30: Utilization of Government Property

- Addition of FAR and statement of utilization.

Page 35: Maintenance

- Addition of FAR and statement of maintenance.

Page 36: Closeout

- Addition of FAR.