

1. Introduction

The United Nations Property Management and Inventory Control System is designed to maintain a record of United Nations property from the time of purchase to its eventual disposal. In Administrative Instruction ST/AI/2003/5, the Secretary-General delegated to each head of department and office authority over property assigned to that department or office. Under this policy of decentralisation, each department or office is responsible for designating one or more Property Records Custodians who will be responsible for maintaining property and inventory control records.

This Property Management Manual provides policies and procedures to assist custodians in creating, maintaining and updating their property records, labelling property, monitoring the movement of property, recommending the disposal of obsolete and unserviceable property, and conducting periodic physical inventories.

2. Definitions

There are two types of United Nations property: non-expendable and expendable property.

2.1 Non-expendable property

There are three categories of non-expendable property:

- (a) Property or equipment valued at \$1,500 or more per unit at the time of purchase and having a service life of at least five years. (eg., generators, kitchen equipment, major equipment, vehicles, etc.)
- (b) Special items, which are property items considered to be of an attractive nature and easily removable from the premises because of their size, costing \$500 or more per unit at the time of purchase and with a serviceable life of three years or more. (eg., computers, cameras, televisions, facsimile machines, tape recorders, etc.)
- (c) Group inventory items (eg., furniture, modular workstations), with a serviceable life of five years or more, irrespective of value.

2.2 Expendable property

There are two types of expendable property:

- (a) Property or equipment valued at \$1,500 or less per unit at the time of purchase. (eg., toner cartridges, consumables, etc.)
- (b) Property or equipment valued at \$1,500 or more but with a serviceable life of less than five years.

3. Responsibilities

3.1 Facilities Management Division (FMD)

The Facilities Management Division (FMD), Office of Central Support Services, shall:

- (a) Oversee the central inventory of property at Headquarters.
- (b) Formulate policies and procedures and coordinate the physical inventories conducted by departments and offices.
- (c) Provide the necessary equipment, bar code labels, relevant hardware and software for recording inventory data, supplies, training and other information related to conducting the physical inventory.

3.2 Departments and offices

In accordance with the policy of decentralisation announced by the Secretary-General in Administrative Instruction ST/AI/2003/5, responsibility for the maintenance of records and for making arrangements for the conduct of physical inventories in respect of property assigned to, currently used by, or acquired by each department or office at Headquarters is delegated to the head of the department or office concerned.

Each head of department or office shall:

- (a) Be responsible and accountable for creating, maintaining and updating its property records, monitoring movement of its property, recommending disposal of obsolete and unserviceable property and conducting periodic physical inventories.
- (b) Be responsible for group inventory items, which are located in their common areas.
- (c) Be responsible for submitting biannual reports to FMD for consolidation and reporting to the Office of Programme Planning, Budget and Accounts (OPPBA).
- (d) Designate one or more Property Records Custodians as the focal point for FMD. The Property Records Custodian shall be responsible for keeping records of all property assigned to his/her department or area of responsibility.
- (e) Ensure that any documentation related to the acquisition, transfer or disposal of property is forwarded to the Property Records Custodian on a regular basis.
- (f) Arrange for the transfer of documents and a thorough hand-over when a change in the Property Records Custodian is made.

3.3 Property Records Custodian

The Property Records Custodian shall be responsible for:

- (a) Creating, maintaining and updating property records using the computerised property and inventory control system.
- (b) Labelling property and monitoring the movement of the department's property, including group inventory items in the department's common areas.
- (c) Recommending the disposal of obsolete and unserviceable property.
- (d) Conducting physical inventories during each biennium or when special inventories are necessary.
- (e) Ensuring that all property assigned to his/her department is tracked and secured in the manner that is most likely to prevent theft, loss, damage, or misuse of the property items.
- (f) Maintaining records such as purchase orders, receiving and inspection reports, other procurement correspondence and disposal documentation related to inventoried property items.

3.4 Individual staff members

Each staff member is accountable and responsible for the proper care and security of property issued for his/her use in the exercise of official duties.

4. Property Management and Inventory Control System

4.1 Computerised property and inventory control system

A computerized property and inventory control system has been developed to improve the maintenance of property records and custodial control over property items. The system has been designed to monitor property assigned to departments and offices and provides a method of recording information, retrieving data and generating records.

Each head of department and office shall have access only to the inventory records of the department or office concerned. FMD, as the Division responsible for the central inventory at Headquarters shall have access to all inventory records.

4.2 United Nations Common Coding System (UNCCS)

To ensure the uniform classification of property items, the United Nations Common Coding System (UNCCS) currently used by the Procurement Division shall be used to

identify property items in the Property Management and Inventory Control System. Examples of UNCCS codes for property items are provided in Annex I.

4.3 Requirements for property records

The following guidelines shall be used to determine the requirements for property records:

- (a) All non-expendable property items shall be recorded in the Property Management and Inventory Control System.
- (b) Leased or leased for purchase property items shall not be recorded in the Property Management and Inventory Control System until ownership is transferred to the United Nations.
- (c) Expendable property items may be recorded in the Property Management and Inventory Control System, at the discretion of the head of department or office concerned.

4.4 Guidelines for the placement of bar code labels

The following guidelines shall be used for the placement of location and asset bar code labels.

Location bar code labels

- (a) **Rooms with doors:** bar code labels shall be placed vertically on the hinge side of the door buck above the middle hinge or the center of the door.
- (b) **Workstations:** bar code labels shall be placed horizontally at the top of the base plate to the right of the entrance of the workstation.
- (c) **Open Areas:** the location of the bar code label shall be determined on site in consultation with FMD. It is recommended that the location bar code label be placed in a central, permanent floor control point, entry, stand pipe enclosure or fire warden station.

Asset bar code labels

The following general guidelines shall be considered when applying asset bar code labels:

- (a) Bar code labels shall be attached to the asset, straight and true, never on a diagonal.
- (b) If the bar code label cannot be attached to the location specified below, the specific location shall be determined in consultation with FMD.

- (c) If the bar code label does not stick to the material of the asset, the specific location shall be determined in consultation with FMD. Wherever possible, the bar code label shall be placed on a metallic surface.
- (d) All left, right, top and bottom directions described in the guidelines below are as facing the asset.
- (e) If the asset has an existing bar code label from the 1995 physical inventory process, the new bar code label shall be placed as close as possible to the standard locations described below. Existing bar code labels shall not be removed or covered, unless authorized by FMD.
- (f) Any item of furniture that is built-in or attached to the wall, such as wall shelves on brackets, shall not be tagged. Equipment such as television monitors or display screens that have been attached to the wall shall be tagged and recorded.
- (g) The location of the bar code label for items not specified below shall be determined in consultation with FMD. The bar code label shall not be placed on the working surface of the item.

GROUP INVENTORY ITEMS

- (a) **Bookcase/shelving unit:** the bar code label shall be placed horizontally inside the top opening on the top right corner of the end panel. If the unit is over 6 ft, the bar code shall be placed in the opening in line with eye level.
- (b) **Chair (swivel/swivel-tilt pedestal base):** the bar code label shall be placed on one of the prongs of the base close to the column. For Aeron chairs, the bar code label shall be placed on the mechanism under the seat on the right side, when facing the chair.
- (c) **Chair with or without arms (chrome or wood frame):** the bar code label shall be placed vertically, as high as possible, on the inside of the back right leg.
- (d) **Credenza:** the bar code label shall be placed horizontally on the right side of the base or inside the back right leg.
- (e) **Desk:** the bar code label shall be placed horizontally in the knee well on the side of the file pedestal, toward the front, preferably on the right pedestal if there is one.
- (f) **Filing cabinets:** the bar code label shall be placed horizontally on the front right edge of the piece at the top of the frame. The bar code label shall not be placed on the front edge of the wooden counter top.
- (g) **Lounge furniture (chair/sofa):** the bar code label shall be placed on a hard surface (leg, arm, trim, base) and to the right side of the piece in a conspicuous location.

- (h) **Storage cabinet:** the bar code label shall be placed horizontally on the front right edge of the piece at the top of the frame. If the storage cabinet is wooden or over 6ft high, the bar code label shall be placed on the front right side of the base.
- (i) **Table/computer table:** the bar code label shall be placed vertically on the inside back right leg or on the pedestal base (for conference tables), as close to the top as possible.
- (j) **Workstations or cubicles:** the bar code label shall be placed horizontally in the knee well on the side of the file pedestal, toward the front, preferably on the right pedestal if there is one. Each workstation shall be tagged with only one asset bar code label. Workstation components shall not be individually labelled and any component attached to the workstation panel shall be considered as part of the individual workstation.
- (k) **Coat rack:** the bar code label shall be placed on the post close to the base.

OTHER CATEGORIES OF NON-EXPENDABLE PROPERTY

- (a) **Audio visual equipment:** the bar code label shall be placed horizontally in the lower right corner on the front of the item or the lower front corner on the right side of the item. The bar code label shall not be placed in a high use area that may be handled or on a surface on which the equipment may be laid down.

Conference room equipment such as drop down screens, voting wall displays and loudspeakers shall be labelled in the lower corner on the right side. The bar code label shall not be placed on the front of the item. Conference room mixing and control console equipment shall be labelled with one asset bar code label. Individual microphones shall not be labelled.
- (b) **Computers:** the bar code label shall be placed above the brand name on the front panel of the processing unit. Each computer shall be tagged with only one asset bar code label. Components such as the monitor, keyboard, speakers and other peripherals shall be tagged if they satisfy the non-expendable property definitions provided in section 2.
- (c) **Medical equipment:** the bar code label shall be placed horizontally in a location that is not a high use area.
- (d) **Portable equipment (eg., laptops):** the bar code label shall be placed horizontally, on the bottom of the item, next to the manufacturer's label.
- (e) **Printers, scanners:** the bar code label shall be placed horizontally on the front upper right corner of the item. The bar code label shall not be placed in a high use area that may be handled.
- (f) **Telecommunications equipment:** the bar code label shall be placed horizontally in the lower right corner on the front of the item. The bar code label shall not be placed in a high use area that may be handled or on a surface on which the equipment may be laid down.

- (g) **Vehicles:** the bar code label shall be placed in the glove compartment of the vehicle in a location so it can be easily read.
- (h) **Other appliances:** the bar code label shall be placed horizontal, in a location so it can be easily read. The bar code label shall not be placed in a high use area.

5. Property Management and Inventory Control Procedures

5.1 Receiving property from suppliers or stock (FMD)

Property may be received:

- (a) From the supplier, through the United Nations Receiving Unit, when new property items are procured.
- (b) Directly from the supplier, when new property items are procured
- (c) Stock (ie., FMD, in the case of group inventory items).

Receiving new property from suppliers through the United Nations Receiving Unit (Travel and Transportation Section, Office of Central Support Services)

As the central location for the delivery of items to the United Nations premises, all property items that qualify under the non-expendable property definition shall be bar coded upon receipt at the United Nations Receiving Unit.

When the Receiving Unit receives an item that qualifies under the non-expendable property definitions provided in section 2, the Receiving Unit shall:

- (a) Attach a bar code label to the item following the guidelines provided in section 4.4. If the bar code label cannot be attached to the location specified in section 4.4, the specific location shall be determined in consultation with FMD and the Information Technology Services Division (for information technology equipment).
- (b) Create an asset record in the computerised property and inventory control system. The asset record shall be created with the asset's corresponding purchase order data.
- (c) Continue processing the item in accordance with the normal Receiving Unit procedures and deliver the item to the requisitioner.

When the requisitioner in the department or office receives the item:

- (a) The requisitioner shall contact the Property Records Custodian to confirm receipt of the item.
- (b) The Property Records Custodian shall inspect the item and verify that it has a bar code label. The Property Records Custodian shall verify that the bar code number on the item matches the bar code number in the computerised property and inventory control system.
- (c) If the item does not have a bar code label, the Property Records Custodian shall attach a bar code label to the item and create the asset record with its corresponding purchase order data in the computerised property and inventory control system.
- (d) The Property Records Custodian shall update the asset record with location data and other relevant data for the item in the computerised property and inventory control system.
- (e) The Property Records Custodian shall maintain any documentation related to the acquisition of the property item.

Receiving new property directly from suppliers

When a supplier delivers an item directly to the requisitioner, the requisitioner shall follow the procedures outlined below to ensure that the Department Property Records Custodian verifies the receipt of the item and records the item in the Department's records, if necessary.

When the requisitioner in the department or office receives the item:

- (a) The requisitioner shall contact the Property Records Custodian to confirm receipt of the item.
- (b) The Property Records Custodian shall inspect the item and its purchase documentation to verify if the item requires a bar code and recording in the computerised property and inventory control system.
- (c) If the item requires a bar code, the Property Records Custodian shall attach a bar code label to the item and create the asset record with its corresponding purchase order data in the computerised property and inventory control system.
- (d) The Property Records Custodian shall update the asset record with location data and other relevant data for the item in the computerised property and inventory control system.
- (e) The Property Records Custodian shall maintain any documentation related to the acquisition of the property item.

Receiving group inventory items from FMD

As the division responsible for the supply of group inventory items such as furniture and modular workstations to staff at United Nations Headquarters, FMD responds to staff requests submitted through the web-based MP-2 WebLink “Request for FMD Services”.

All group inventory items will be bar coded and recorded in the computerised property and inventory control system by FMD. When a group inventory item is delivered to a department or office, the asset record for the item shall be transferred to the department or office by FMD.

When the requisitioner in the department or office receives the item:

- (a) The requisitioner shall contact the Property Records Custodian to confirm receipt of the item.
- (b) The Property Records Custodian shall inspect the item and record its bar code number. The Property Records Custodian shall verify that the bar code number on the item matches the bar code number in the computerised property and inventory control system.
- (c) The Property Records Custodian shall update the asset record with location data and other relevant data for the item in the computerised property and inventory control system.
- (d) The Property Records Custodian shall maintain any documentation related to the request and supply of the property item by FMD.

5.2 Returning property to suppliers

Non-expendable property items that have been bar coded upon receipt at the United Nations Headquarters may need to be returned to the supplier for replacement, if the item is damaged or the incorrect item was received. Property may be returned:

- (a) Through the United Nations Receiving Unit to the supplier.
- (b) Directly to the supplier.

Returning property through the United Nations Receiving Unit (Travel and Transportation Section, Office of Central Support Services), to the supplier

As the central location for the delivery of items to the United Nations premises, the Receiving Unit also processes the return of items to the supplier.

When the requisitioner in the department or office wishes to return an item:

- (a) The requisitioner shall inform the Property Records Custodian of the item to be returned with its corresponding details (supplier, purchase order number, asset bar code number).
- (b) The Property Records Custodian shall update the status of the asset record in the computerised property and inventory control system.

- (c) The Property Records Custodian shall remove the bar code label from the asset to be returned.
- (d) The Property Records Custodian shall maintain any documentation related to the return of the item.
- (e) The requisitioner shall contact the Receiving Unit and make the necessary arrangements to return the item to the supplier.
- (f) The Receiving Unit shall continue processing the item in accordance with the normal Receiving Unit procedures and have the item returned to the supplier.
- (g) When the replacement item is received at the Receiving Unit, the Receiving Unit shall follow the procedures in section 5.1 to process the item for bar coding.

Returning property directly to the supplier

In certain cases the requisitioner may deal directly with the supplier, for the return of items. In these instances, the requisitioner shall follow the procedures outlined below to ensure that the Department Property Records Custodian updates the status of the item in the computerised property and inventory control system.

When the requisitioner in the department or office wishes to return an item:

- (a) The requisitioner shall inform the Property Records Custodian of the item to be returned with its corresponding details (supplier, purchase order number, asset bar code number).
- (b) The Property Records Custodian shall update the status of the asset record in the computerised property and inventory control system.
- (c) The Property Records Custodian shall remove the bar code label from the asset to be returned.
- (d) The Property Records Custodian shall maintain any documentation related to the return of the item.
- (e) The requisitioner shall make the necessary arrangements to return the item to the supplier.
- (f) When the replacement item is received, the requisitioner shall follow the procedures in section 5.1 to ensure that the Property Records Custodian verifies the receipt of the item and records the item in the Department's inventory records.

5.3 Returning group inventory items to stock (FMD)

When departments or offices no longer require group inventory items, they must be returned to stock, ie. returned to FMD.

Group inventory items shall not be transferred between departments or offices.

To return group inventory items to stock:

- (a) The requisitioner shall complete a “Request for FMD Services” through the web-based MP-2 system on FMD’s Intranet web site. The requisitioner shall ensure that the bar code number(s) of the item(s) being returned to stock are provided in the request.
- (b) The requisitioner shall inform the Property Records Custodian of the items to be returned to stock and their corresponding bar code numbers.
- (c) When the items are physically moved and returned to stock, FMD shall transfer the asset record for the items from the department or office to FMD, in consultation with the Property Records Custodian concerned.
- (d) The Property Records Custodian shall maintain any documentation related to the return of the items to stock.

5.4 Transferring property between departments or offices

With the exception of group inventory items, other property items may be transferred between departments or offices.

Property may be transferred between departments or office as follows:

- (a) The Property Records Custodian of the issuing department or office shall inform FMD and the Property Records Custodian of the receiving department or office, of the property to be transferred with the date of transfer and bar code numbers of the property items.
- (b) On the day of the transfer, FMD in consultation with the Property Records Custodian of the issuing department or office shall transfer the asset record(s) for the item(s) to the receiving department or office, in the computerised property and inventory control system.
- (c) The Property Records Custodian of the receiving department or office in consultation with FMD and the Property Records Custodian of the issuing department or office shall confirm the receipt of the correct property item(s) by verifying their bar code numbers.
- (d) The Property Records Custodian of the receiving department or office in consultation with FMD shall confirm the receipt of the correct asset records in the computerised property and inventory control system.

- (e) The Property Records Custodian of the issuing department or office shall provide the Property Records Custodian of the receiving department or office with any necessary documentation related to the items being transferred.
- (f) From the date of the transfer, the Property Records Custodian of the receiving department or office shall maintain all documentation and records in the computerised property and inventory control system, related to the items that were transferred.

5.5 Relocating property within a department or office

Property may be relocated within a department or office; for example, an office desk is moved from one staff member's office to another. When an inventoried property item is relocated within a department or office for a period of 6 months or more:

- (a) The staff member involved shall inform the Property Records Custodian of the relocation.
- (b) The Property Records Custodian shall update the location of the item(s) in the computerised property and inventory control system.

5.6 Lost or stolen property

Departments and offices shall be responsible for reporting lost or stolen items immediately to the Security and Safety Service. Property that is reported lost or stolen shall remain in the department or offices' asset records until approval for the deletion of the items is obtained from the Headquarters Property Survey Board (HPSB).

When an item of property is missing or believed to be stolen:

- (a) The staff member concerned shall immediately report the lost or stolen item to the Property Records Custodian.
- (b) The Property Records Custodian shall report the lost or stolen item immediately to the Security and Safety Service. The Security and Safety Service shall prepare an incident report with the assistance of the Property Records Custodian.
- (c) The Security and Safety Service shall provide a copy of the incident report to the Property Records Custodian, FMD and the HPSB.
- (d) The HPSB shall review the case and make a final recommendation. If the HPSB recommends that the item be removed from the asset records, the Property Records Custodian in consultation with FMD shall update the status of the item in the computerised property and inventory control system.
- (e) The Property Records Custodian of the department or office concerned shall maintain copies of the Security and Safety Service incident report, the HPSB Case Report and any other documentation related to the property item.

- (f) The Property Records Custodian of the department or office concerned shall forward a copy of the HPSB Case Report to FMD.

5.7 Disposal of property

Property may be disposed for a number of reasons such as the item is unserviceable due to normal wear and tear, obsolete (old, out-of-date) or damaged beyond feasible repair. There are three types of disposal activity based on the type of property to be disposed: group inventory items, computer equipment and other categories of non-expendable property.

Disposal of group inventory items

FMD is responsible for the disposal of group inventory items. When group inventory items are returned to stock, FMD shall follow the relevant procedures to assess and dispose of items that are beyond repair.

Disposal of computer equipment

Procedures for the disposal of computer equipment are contained in Administrative Instruction ST/AI/2001/4 entitled “Disposal of computer equipment at United Nations Headquarters”.

After a copy of the HPSB approval for the disposal of computer equipment is received, the Property Records Custodian of the department or office concerned shall proceed with the actions necessary to implement the approved recommendation for disposal.

The Property Records Custodian shall:

- (a) Update the status of asset records for the disposed items in the computerised property and inventory control system, in consultation with FMD.
- (b) Maintain any documentation related to the disposal of the items concerned.

Disposal of other categories of non-expendable property

Each head of department or office shall be responsible for ensuring that obsolete and unserviceable items are identified promptly for the purpose of disposal, in accordance with the following procedures:

- (a) In accordance with financial rule 110.32, the Property Records Custodian shall complete form HPSB.1 (HPSB Case Report and Recommendation), with a recommendation on the proposed method of disposal and a brief justification, and forward the completed form to the Secretary of HPSB.
- (b) The HPSB shall submit a recommendation on the submission to the Controller and the Assistant Secretary-General, Office of Central Support Services, for their consideration and approval. The Secretary of HPSB shall send a memorandum notifying the department of their decision.

- (c) After a copy of the approval is received, the Property Records Custodian shall proceed with the actions necessary to implement the approved recommendation for disposal.
- (d) The Property Records Custodian, in consultation with FMD, shall update the status of asset records of the disposed items in the computerised property and inventory control system.
- (e) The Property Records Custodian shall maintain any documentation related to the disposal of the items concerned.

5.8 Use of property at home or on mission assignment

Each department and office shall be responsible for monitoring property assigned to staff members, for use at home or on mission assignment using the following procedures:

- (a) The staff member requesting the use of property at home or on mission assignment shall complete Form SSS.39 (Material and Package Pass) with details of:
 - (i) The date of the request.
 - (ii) The staff member's full name.
 - (iii) The staff member's department and division.
 - (iv) The property item(s) being requested with the corresponding bar code number for each item.
- (b) The staff member shall submit Form SSS.39 to the Property Records Custodian.
- (c) The Property Records Custodian shall complete Form SSS.39 with the date that the items are to be returned and forward the form to the Executive Office for approval. Once approved by the Executive Office, the Property Records Custodian shall distribute Form SSS.39 as follows:
 - (i) White copy to staff member requesting the use of property at home or on mission assignment. The staff member shall surrender the white copy of Form SSS.39 to the Security Officer at the place of exit from the United Nations Headquarters.
 - (ii) Blue copy to the Security and Safety Service, Room S-101.
 - (iii) Yellow copy to be maintained by the Executive Office or the Property Records Custodian.
- (d) Once approved, the Property Records Custodian shall update the location data for the item(s) in the computerised property and inventory control system.
- (e) When the property items are returned, the Property Records Custodian shall complete the "Date returned" section on the yellow copy of Form SSS.39. The Property Records Custodian shall maintain a photocopy of the yellow copy of

Form SSS.39 and forward the original yellow copy to the Security and Safety Service, Room S-101.

- (f) The Property Records Custodian shall update the location data for the items in the computerised property and inventory control system.
- (g) The Property Records Custodian shall maintain all documentation related to the use of property at home or on mission assignment.

5.9 Final clearance

When a staff member is separated from service, reassigned or transferred to another department/office or mission, the staff member must complete the property clearance process to ensure that there are no outstanding property items on loan to the staff member.

Property clearance of staff members shall be processed as follows:

- (a) When a staff member is separated from service, reassigned or transferred to another department or office, the staff member shall complete Form P.35 (Personnel Payroll Clearance Action)
- (b) The staff member shall submit Form P.35 to the Property Records Custodian for property clearance.
- (c) The Property Records Custodian shall check the computerised inventory control system to confirm that the staff member does not have any outstanding issue of property items.
- (d) If the staff member does not have any property issued to him/her, the Property Records Custodian shall approve the staff member's property clearance.
- (e) If the staff member has outstanding property items on loan, the Property Records Custodian shall ensure that all items are returned before approving the staff member's property clearance.
- (f) The Property Records Custodian shall maintain any documentation related to the property clearance of staff members.

6. Physical Inventory

The purpose of the physical inventory is to verify the accuracy of the property and inventory control records by actual inspection of the property, and adjusting any discrepancies that are discovered.

Each head of department or office shall ensure that comprehensive physical inventories of property are conducted every two years. In addition, special inventories may be conducted, as necessary, for example:

- (a) The USG/DM requests a department or office to conduct a special inventory of all property assigned to it.
- (b) The head of department or office requests a special inventory.
- (c) Property records require verification, or an accounting of all or a selected number of items is required to meet a particular requirement.
- (d) The head of department or office arranges for the completion of a special inventory and transfer of property monitored in the inventory records within ninety (90) days after the effective date of a reorganization, establishment, disestablishment or expansion of a department or office, and other such events that require the transfer of property.

The Property Records Custodian shall be responsible for planning, organizing and scheduling physical inventories within their respective department or office and coordinating the related activities with their staff.

FMD shall be responsible for coordinating and consolidating the inventory data collected during the physical inventory process.

6.1 Physical inventory process

The physical inventory process shall be conducted as follows:

- (a) FMD shall provide the necessary tools, hardware and software for recording inventory data and training to Property Records Custodians.
- (b) Using the bar code scanners provided by FMD, the Property Records Custodian shall locate and record the bar code number and location of all non-expendable property items acquired by the United Nations that qualify under the definitions provided in Section 2 and expendable property items that are required to be inventoried by the head of departments or offices.
- (c) The Property Records Custodian shall ensure that any item of property that has been located but was not previously bar coded or recorded in the computerised property and inventory control system is bar coded and recorded during the physical inventory process.

- (d) The Property Records Custodian shall ensure that any property items that are not available during the physical inventory process (eg., property under repair or property being used at home or on mission assignment) are accounted for during the physical inventory process.
- (e) When the bar codes and location of all property items in the department or office have been scanned, FMD shall upload the scanned data to the computerised property and inventory control system, in consultation with the Property Records Custodian.

6.2 Physical inventory reconciliation

The purpose of the physical inventory reconciliation process is to resolve any discrepancies found during the physical inventory and to adjust the inventory records accordingly.

The reconciliation of the physical inventory data shall be conducted as follows:

- (a) Once data from the physical inventory is uploaded into the computerised property and inventory control system, the system will provide an exception report listing assets whose location has changed and assets with invalid bar code numbers.
- (b) The Property Records Custodian, in consultation with FMD, shall be responsible for inventory control in terms of reconciling and resolving any discrepancies between the physical inventory count and the existing inventory records in the computerised property and inventory control system.
- (c) The head of department or office shall be responsible for reviewing the list of discrepancies and deciding on the appropriate action to be followed.

Annex I. Representative list of UNCCS codes for property items

Property Type	UNCCS code	Description
Non-expendable	491793	Automobile, vans
	491770	Automobile, trucks
	432330	Air compressor
	484159	Audio mixer
	482000	Cartridge machine
	481219	Cardioscopes
	439810	Centrifuges
	467300	Ciphering equipment
	439180	Freezers
	461150	Generator, signal
	435321	Lift truck
	472315	Loudspeaker system
	484359	Microwave/radiant heat ovens
	454200	Plotter, pen
	475712	Power supply, Philips
	474200	Projector, multiscan
	Special items	481242
471130		Camera, video
454720		CD-ROM external reader
471131		Cameras, television and video consumer type
452150		Computer, laptop and palmtop
452110		Computer, desktop
457242		Facsimile machine
472218		Hi-Fi equipment
467654		HF, Transceivers, radio voice system
467655		HF, Transceivers, transportable
483212		Lenses, cameras
472312		Loudspeakers
472311		Microphone
454100		Monitor
474360		Overhead Projectors
454250		Printer, laser
474210		Projectors, slide
Group inventory items	381141	Chairs, revolving clerical
	381142	Chairs, typist, standard armless, swivel
	381113	Seats, swivel with variable height adjustment
	381140	Chairs, office
	381220	Desks, office
	381225	Desks, executive
	381260	Conference room furniture
	381223	Data processing furniture
	381215	File cabinets, 2 drawer
	381214	Shelves, steel, storage
	381823	Hats and coat stands

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