

ALL-handRCPT.doc
Mar '00

CHAPTER 2, SECTION A

HAND RECEIPT MANAGEMENT**MCP Alternative Evaluation**

This checklist is applicable to all Hand Receipt Holders

Instructions. Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every five years.

1. Hand Receipt (HR), Number 10132 is current.

YES NO N/A REMARKS:

2. Prudent controls are in place to preclude loss or abuse of government property (e.g., sub-hand receipts signed and posted).

YES NO N/A REMARKS:

3. Each item on above (HR), has been physically inventoried and inventory was completed, signed date and returned to PBO within the time limit given.

YES NO N/A REMARKS:

4. Property located during inventory that did not appear on the above (HR), was reported to the Property Book Officer (PBO) IAW established time limits

YES NO N/A REMARKS:

1 EA Table OVER

5. Adjustment actions (Statement of Charges/Cash Collection Voucher, Reports of Survey) were initiated in a timely manner as needed.

YES NO N/A REMARKS:

X/

6. Did you make sure your H/R is adjusted to reflect the results of your inventory?

YES NO N/A REMARKS:

7. After completing the 100% inventory, did you sign and date the (HR), report?

YES NO N/A REMARKS:

If No, explain:

8. Did you establish accountability for nonexpendable items purchased through the IMPAC card?

YES NO N/A REMARKS:

9. Is excess equipment identified and turned-in thru the Property Book Office in a timely manner?

YES NO N/A REMARKS:

10. Is equipment pooled for maximum utilization within your activity (i.e., sharing printers)?

YES NO N/A REMARKS:

I, undersigned, certify that the above Hand Receipt Holder information is true and correct to the best of my knowledge.

NAME: SAL Triflorica OFC SYM: SelfM-MNA-01
Print name below signature

DATE: 12 April 02 REVIEWING DIRECTOR: Glen Perlakowski
Print name below signature

Comments: . Help make this a better tool for evaluating management controls. Submit comments to DCSLOG/ENG, AMSEL_LE.