

SECTION 742-040-900SW
Issue A, December, 1973
SW. Bell Tel. Co.

FURNITURE AND OFFICE EQUIPMENT
CONTROL PROCEDURES
INTRODUCTION AND INDEX

1. GENERAL

1.01 This section is issued to describe the various sections pertaining to Furniture and Office Equipment, Control Procedures to be followed within the Southwestern Company.

1.01 Furniture and Office Equipment items as described in the various sections are those chargeable to Account Code 20-C and 30-C. (See Plant Accounting Handbook, Section V27.701.)

1.03 The head of each department is responsible for articles of furniture and office equipment in his department at all locations under his supervision.

2. 741-001-901SW - SALE OF SUPPLIES AND GENERAL EQUIPMENT

2.01 This section outlines the conditions under which certain items may be sold to others and the method for executing and reporting such sales.

2.02 The following is a list of contents covered under this section:

1. General
2. Restricted Items
3. Salable Items
4. Sale Orders

3. 741-001-902SW - "AX" TRANSACTIONS - PURCHASES AND SALES

3.01 This section covers the purchase and sale of tools, materials and equipment between associated companies, handled through Western Electric - called "AX" Transactions.

3.02 The following is a list of contents under this section:

1. General
2. "AX" Transactions
3. Purchases
4. Sales From "C" Stock
5. Sales From Field Stock

4. 741-001-903SW - DISPOSITION OF OBSOLETE AND WORN OUT MAJOR ITEMS OF SUPPLIES, GENERAL EQUIPMENT, TOOLS AND TEST SETS

4.01 This section covers retirement, disposition and reporting of major items of supplies and general equipment normally not returned to Western Electric; Reclassification of items altered or converted; and, reporting and retiring items lost, destroyed, stolen, and found.

4.02 The following is a list of contents covered under this section:

1. General
2. Method
3. Field Preparation
4. Approvals
5. Distribution of Forms
6. Annual Inventory - Reporting

5. 741-001-904SW - DISPOSITION OF SURPLUS SUPPLIES AND GENERAL EQUIPMENT

5.01 This section prescribes the methods to be followed for reporting and securing disposition of surplus new and recovered items of supplies, office furniture, office machines, tools, test sets, and portable test equipment.

Page 1

SECTION 742-040-900SW

5.02 The following is a list of contents covered under this section:

1. General
2. Preparation of Form 5-6088, Request For Disposition of Material 3. Use and Disposition of Form S-6088

6. 741-001-905SW - TRANSFERRING SUPPLIES AND GENERAL EQUIPMENT

6.01 This section covers reporting and accounting for items of supplies and general equipment transferred from one location, crew number, account code and/or one job to another.

6.02 The following is a list of contents covered under this section:

1. General
2. Transfer Forms
3. Transfer of Central Office Equipment
4. Use of Form SN-65
5. Preparation of SN-65
6. Distribution of Forms
7. Receiving Transfers
8. Reporting Unused Forms
9. Canceled Reports
10. Lost Reports

7. 742-040-9015W - FURNITURE AND OFFICE EQUIPMENT ANNUAL INVENTORY

7.01 This section provides the procedures to be followed in the annual inventory of items of furniture and office equipment chargeable to Account Code 20-C, 30-C and 70-C as listed in section V27.701 of the Plant Accounting Handbook.

7.02 The following is a list of contents covered under this section:

1. General
2. Date of Annual Inventory
3. Preparatory Measures Prior to The Inventory
4. Inventory Forms
5. Annual Inventory
6. Comparison of Inventory With Field Office Records
7. Complete Inventory Reconciliation

8. 742-040-902SW - FURNITURE AND OFFICE EQUIPMENT. RECORDS AND RESPONSIBILITY

8.01 This section covers the methods to be followed in the maintenance of field office records, the placing of property tags, and the assignment of specific responsibilities for the supervision relative to furniture and office equipment.

8.02 The following is a list of contents covered under this section:

1. General
2. Field Office Records
3. Procurement
4. Property Numbers and Tags
5. Transfers
6. Retirements

9. 746-001-903SW - LOCAL PURCHASES, DIRECT ORDER ON SUPPLIERS

9.01 This section outlines procedures for direct purchase from suppliers other than the Western Electric Company.

9.02 The following is a list of contents covered under this section:

1. General
2. Preparation of Form 5-6401, Local Purchase Order