

FURNITURE AND OFFICE EQUIPMENT
RECORDS AND RESPONSIBILITY

1. GENERAL

- 1.01 This practice 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.
- 1.02 Furniture and office equipment items as described in this section are those chargeable to Account Code 20-C and 30-C. (See Plant Accounting Handbook, Section V27 .701.)
- 1.03 This practice is issued to update and replace 145.250.
- 1.04 The general term "Supply Office" will be used throughout this section to mean either the Building and Supplies Superintendent, Division Building and Supplies Supervisor, Building Superintendent, or Building Supervisor whichever is appropriate for that location in the handling of furniture and office equipment transactions.
- 1.05 The term "location" as used throughout this practice applies to company occupied quarters and leased quarters where there are company owned furniture and office equipment.
- 1.06 The head of each department is responsible for articles of furniture and office equipment in his department at all locations under his supervision.

2. FIELD OFFICE RECORDS

- 2.01 Each department is responsible for maintaining Field Office Records for all major items of furniture and office equipment charged to their department account.
- 2.02 The duplicate copies of the annual inventory forms become the Field Office Record for the ensuing year after they have been posted to reflect any difference found as a result of the inventory. See BSP 742-040-9013W, Furniture and office Equipment Annual Inventory.
- 2.03 Articles of furniture and office equipment subsequently acquired shall be added to the field records with the description, serial or property tag number, date and source reference in the spaces provided.
- 2.04 Articles of furniture and office equipment subsequently removed from service, such as by transfer, sale or junking, etc., shall be ruled off the field records. Opposite the articles removed shall be shown the date and the reference to the disposition papers.
- 2.05 Articles of furniture and office equipment subsequently removed from service and placed in storage shall be so indicated in memorandum form on the field office records. Such articles shall remain charged to the department until they are actually transferred, sold, or junked, at which time the proper disposition papers shall be issued, and the field office records corrected accordingly.

2.06 All papers, such as packing slip receipts, local purchase orders, material transfer reports, salvage adjustment and retirement reports, etc., bearing information relative to the acquisition or

Page 1

SECTION 742-040-902 SW

disposition of articles of furniture and office equipment shall be routed through the supervisor maintaining the field office records. Such papers shall bear the notation "Recorded" and the initials of the person posting the field offices records before being forwarded to Accounting.

3. PROCUREMENT

3.01 Procurement of furniture and office equipment is accomplished by forwarding an approved requisition from any department to the appropriate "Supply Office". From thin point, the Local Purchase Order shall be issued.

3.02 The requisition will be approved by the department involved in accordance with the Schedule of Authorizations.

4. PROPERTY NUMBERS AND TAGS

4.01 The "Supply Office" shall assign property numbers to all major items of furniture and office equipment upon receipt of an approved requisition, Form 5-6312, Salvage Adjustment ad Retirement Report, or upon receipt of the supplies invoice in the case of office equipment bearing serial numbers. Imprinted serial numbers on office equipment, i.e., computers, typewriters, adding machines, etc., will be used as the assigned property number. The assigned number shall be transcribed to all copies of the requisitions, the local purchase order and to the supplier's invoice, when received, before going to Accounting.

4.02 For the purpose of property number assignment, the Engineering Department will furnish currently to the Supply Office the necessary information on items chargeable to Account Code 20-C which are included in a building construction project specifications.

4.03 The Supply Office will maintain a stock of property tags and issue them as required. These property tags shall be attached to Form S-6645, Assignment of Company Property Numbers (See Exhibit 1), when transmitting to the field together with the field copy of the requisition and local purchase order.

4.04 The property tag shall be affixed to each major item of company owned furniture and office equipment except machines having imprinted serial numbers which become the assigned property number. However, carpets covering an entire room and draperies do not require a property tag affixed to the item, but descriptive information will include room designation or number and square feet or yards of the item.

4.05 Upon receipt of articles at the locations, the employee responsible for affixing the property tag shall secure the property tag to the article. He will then forward the signed packing slip-receipt copy of the requisition or local purchase order and the Form 5-6645 through the supervisor maintaining the field record to the "Supply Office". The "Supply Office" will indicate on his file copy of Form S-6645 that the property tags have been affixed and then forward the packing

slip-receipt or the supplier' a bill, with Form 5-6645 attached, to Accounting.

4.06 In large administration buildings, the building office will have the property tags affixed to the items and will make the necessary coordination for the posting of field office records. Once this has been done, the receipt, with the initialed notation "Recorded", and the signed Form S-6645 will be returned to the "Supply Office" who will in turn forward to Accounting.

4.07 The property tag should be placed on the item in a location where it may

Page 2

ISS A, SECTION 742-040-902SW

be easily found and read but does not necessarily have to be conspicuous. It should not be placed in locations on the item that could result in injury to the employee or damage to their clothing.

4.08 Metal shelving shall be numbered and priced as a unit (the unit being considered as a complete installation) rather than to attempt to tag each shelf or bay. If a unit is later divided into other units, each new unit shall be numbered and priced separately.

4.09 Articles of furniture and office equipment in service which are not numbered shall be reported on S-6312, giving an adequate description of the article, the date and source of purchase, if known, or other information of explanation as to how the article was acquired. Forward this through the employee who maintains the field office record to the "Supply Office" who shall assign a property tag to the article in the same manner as property tags are assigned to new articles purchased. The "Supply Office" will forward the S-6:312 together with the signed Form S-6645 when returned to Accounting.

4.10 When articles of furniture and office equipment are removed from service, such as by junking, selling, or trading in, the property tags shall be removed and destroyed.

4.11 Accounting will refer back to the "Supply Office" all Western Electric Company bills or supplier's invoices covering the purchase of articles of furniture and office equipment which do not show that property numbers have been assigned or which do not show the serial numbers of machines.

5. TRANSFERS

5.01 Furniture and office equipment transfers may be referred to the local Plant Department by any department for the preparation of Form SN-65, Material Transfer Report, where transfer activity is not sufficient to warrant an SN-65 book by the department at that location.

6. RETIREMENTS

6.01 Retirements of furniture and office equipment is accomplished by a S-6312, Salvage Adjustment and Retirement Report, (as per BSP 741-001-903SW) prepared and approved, according to the Schedule of Authorization, by the department involved. This form will be routed through the appropriate plant "Supply Office" for a number assignment to the form from the Number Assignment Register, S-6543, maintained

for record purposes particularly in relation to inventories. The form will then be forwarded to the Division Accounting office.

SECTION 742-040-902SW

EXHIBIT 1
FORM S-6645

SOUTHWESTERN BELL TELEPHONE COMPANY FORM S-6645
(Rev, 7-82)
ASSIGNMENT OF COMPANY PROPERTY NUMBERS

TO: _____

RETURN TO: Buildings and Supplies Superintendent _____ 19____

Listed below are property numbers which have been assigned to the articles of furniture and office equipment covered by requisition number _____ for _____ Department at _____ Exchange, Room Number _____ Building.

Please have the attached numbers affixed on the articles immediately upon their arrival. Where practicable the numbers should be placed on the front face of the articles at the left hand side near the top, except chairs, which should be numbered on the rear edge of the seat in the center.

After the numbers have been placed please sign this form to that effect and return it.

Office machines are carried on the records by serial number. When such items are listed below property numbers will not be assigned. Will you enter below the serial number shown on the machine and sign and return this form.

BUILDINGS AND SUPPLIES SUPERINTENDENT

ARTICLES	PROPERTY NUMBERS
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----

The property numbers listed above have been placed on the articles listed.

SIGNED: _____

(TITLE) (DATE)