



Special Attention of:

Accountable Property Officers

Notice ADM 05-01

Issued: November 8, 2004

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Cross References:

Subject: Handbook 2200 01, Administrative Services Policy Handbook, Chapter 9, Personal Property Management, Section 4, Personal Property Inventories.

Handbook 2200.01, Administrative Services Policy Handbook, Chapter 9, Personal Property Management, is changed to require the Office of Administration perform annual, rather than biennial, physical inventories of all HUD-owned, rented, or leased personal property, including computer equipment. When conducting these inventories, all inventory items will be bar coded and inventory results will be reconciled in the Department's automated personal property inventory management system within 30 days of completion of the physical inventory.

This change affects Office of Administration personnel only, becomes effective immediately, and will be included when handbook 2200.01 is updated.

Attach this NOTICE to the beginning of Chapter 9, Section 4, of handbook 2200.01.