

**Subtitle C.**

**Administrative Procedures Ordinance**

## ACCOUNTING POLICIES & PROCEDURES OF THE HUALAPAI TRIBE

### I. PROCESSING OF REQUISITIONS

- A. Requisitions are received by the accounts payable Accounting Clerk daily.
  - 1. Requisitions are logged.
  - 2. Requisitions are date stamped.
  - 3. The clerk then checks the account number on each requisition for accuracy.
  - 4. The clerk adds the proper bank account number to the requisition.
  - 5. Next, the clerk separates the requisitions into those for travels and all others.
  - 6. Travel requisitions are given to the accounting clerk who reviews them.
  - 7. All other requisitions are given to the Finance Director for review and approval.
  
- B. Requisitions are received by the Finance Director.
  - 1. Requisitions are reviewed checking for accuracy of account number, amount. Amount must be supported by proper documentation.
  - 2. Requisition is reviewed for authorized signature.
  - 3. Requisitions are then separated into approved & denied.
    - a. Approved requisitions are signed and divided into those for Purchase orders and those for checks.
    - b. Denied requisitions are given back to accounts payable Accounting Clerk with a notation of why they are denied. The clerk then logs them as returned and forwards them to the appropriate program manager.

- c. Approved purchase order requisitions are given to the first accounts payable Accounting Clerk.
- d. Approved check requisitions are given to the second accounts payable Accounting Clerk.

C. Requisitions for checks are received by the second AP Accounting Clerk.

1. The clerk then enters the American Fundware program and obligates the requisitions according to the procedures outlined in the AFW manual.
2. After all requisitions are obligated the clerk then runs an obligation summary report in AFW.
3. The clerk then records the appropriate obligation number on each requisition.
4. The requisition are then filed in the payables book to be approved for payment.
5. As clerk is entering requisitions the clerk verifies vendor name and address, account code and amount. The amount is matched to the attached invoice.
6. Requisitions are obligated on a daily basis.

D. Requisitions for Purchase Orders are received by the first AP Accounting Clerk.

1. The clerk enters the requisitions into the AFW system and generates purchase orders and purchase order numbers.
2. The purchase order number to be used next comes from the purchase order log.
3. The purchase orders are then printed on the purchase order forms.
4. The purchase orders are then logged into the purchase order log.
5. After logging the purchase orders, the clerk then takes them to be signed by an authorized signer

(one of the three check signers).

6. The clerk then retains & files the accounting copy of the purchase order.
7. The remaining purchase order copies are distributed to the appropriate program manager.
8. Purchase orders should be completed on a daily basis within twenty-four hours of receiving the initial requisitions.

**E. Receipt of invoices & their processing.**

1. Weekly the first AP Accounting Clerk matches invoices which have been received to purchase orders which are outstanding.
2. Invoices are checked for accuracy amount & purchase order number.
3. Matching invoices & purchase order copies (from accounting) are forwarded to the second AP Accounting Clerk for transfer to invoice status.
4. The second AP Accounting Clerk then transfers the obligation from the purchase order status to the invoice status according to the AFW manual.
  - a. While transferring invoices the clerk again checks the amount of the invoice to ensure transferring the correct amount.
  - b. When the obligation is transferred the second AP clerk then filed the requisition with the others in the Finance Director's payables file.

**F. Payment of requisitions.**

1. Weekly, normally on Wednesday, the Finance Director reviews all obligations which are at the invoice stage are reviewed for approval for payment.
2. Requisitions which are approved for payment are initialed and dated then given to the second AP

clerk who will produce a check.

II. PROCESSING OF ACCOUNTS PAYABLE CHECKS

- A. Requisitions which are obligated are reviewed on a weekly basis by the Finance Director.
  1. The FD checks to determine the due dates of the invoices to ensure timely payments of obligations.
  2. After selection, the FD then initials & dates the requisition in order to approve payment.
  3. The FD then takes the requisitions to the second AP clerk.
  
- B. The second AP clerk then utilizes the AFW system to generate checks.
  1. The clerk then retrieves the checks from the secured storage area. (See safe guarding of checks.)
  2. The actual hard copy checks are then printed.
  3. After all checks are printed for an individual checking account, the checks are then attached to the appropriate requisition.
    - a. Checks and requisitions are then given to the first two signers.
    - b. The signer checks the amount of the requisition to match it with the amount of the check.
    - c. If the amounts match the signer then approves the disbursement by signing the check.
    - d. After signing, the signer then takes the checks and requisitions to one of the remaining signers who repeats the above process.
  
- C. After all checks have two signatures they are returned to a third AP clerk.

1. The third AP clerk then logs all of the checks.
  2. After logging the checks the clerk then separates the checks into three separate groups.
  3. The original check is placed in a window envelope along with any other necessary documents and sealed.
    - a. It will either be mailed or,
    - b. picked up by an individual who must sign the log to acknowledge receipt.
  4. The yellow check copy is then stapled to the requisition and returned to the second AP clerk who will file it.
  5. The third copy (pink copy) is given to the Treasurer who maintains a file in numerical order to account for all checks.
- D. After all checks are written the second clerk then returns the unused checks to the secured storage area.

### III. PROCESSING OF TRAVELS

- A. Requisitions for travel advances and travel claims are received by the first Accounting Clerk. Requisitions must be received at least two days before the intended travel.
  1. The clerk logs the travel and checks the account number and then forwards them to a fourth AP clerk to review.
- B. The fourth Accounting Clerk then logs all travels and checks to determine whether an expense claim or an advance is being requested.
  1. If an advance is being requested then the clerk checks to see if the individual has other advances still outstanding.
    - a. If other advances remain outstanding the clerk logs that the advance is being denied

and returns it to the requesting individual with a note as to why.

- b. If no outstanding advances exist then the clerk will check for backup justifying the travel, will check the requested quarters seeing that they are calculated correctly, and then checks the total of the request to ensure it is correct.
  - c. When the advance request has been checked, the clerk then forwards it to the FD for approval.
  - d. Upon approval the FD then forwards it to the second AP clerk for processing of a check.
  - e. The check will go towards the same procedures as any AP check.
  - f. The third clerk will release the check either to the individual or the program one day before the scheduled trip.
2. If an expense claim is being submitted:
- a. The clerk checks the dates & times and then calculates the quarters.
  - b. The clerk calculates the mileage costs based upon the number of miles driven & the tribes current reimbursement rate.
  - c. Any other claimed expenses, such as gas & lodging must be supported by receipts. Any personal expenses such as phone calls are disallowed. (As per current travel policy.)
  - d. When all expenses have been checked the clerk then determines if an advance was given out and if so by that determines whether the individual must return funds or if the individual must be reimbursed for additional expenditures.
    1. If the individual must repay then a notice of the claim is given and the

individual may either pay cash to the Treasurer or select for payroll deduction. Until the amount owed is paid additional travels will not be allowed for that individual. If cash is paid to the Treasurer a copy of the receipt should be given to the clerk.

2. If the individual is in need of reimbursement a requisition will be generated by the clerk & forwarded to the PD who will see that it is processed in the same manner as all AP checks.
3. Any lost travels or travels for which funds were received but no traveling was done will be the responsibility of the individual and the program must receive repayment.

#### IV. PAYROLL

- A. Time sheets are received by the Payroll clerk bi-weekly on the Monday of the week the checks are given out. Checks will be issued by 12 noon.
  1. The time sheet used will be that of the Finance Department or one approved by the Finance Department.
  2. The clerk upon receipt of the time sheets checks to ensure that both the employee and the supervisor have signed the time sheet.
  3. The clerk then logs the time sheet as received.
  4. The clerk checks the type of hours claimed and checks the totals for the payperiod.
  5. For employees charged to more than one contract, the clerk must check to see that the daily and bi-weekly hours are distributed and that accounts are given.
- B. The clerk must also check any additional forms received



during the previous two weeks. These may include but are not limited to various deduction forms withholding forms and personnel action forms.

1. Any of these non time sheet forms should be entered into the American Fundware system as they are received.
  - a. After the form are entered into the AFW system they should then be filed in the appropriate employee's file. This should be done the same day.
- C. After all time sheets received on Monday have been logged then on Tuesday the clerk should begin inputting the time sheets into the AFW system.
  1. When all time sheets have been entered the clerk should then print the appropriate AFW report and match the report against the time sheets entered in order to ensure they were entered correctly.
- D. On Wednesday the payroll clerk should calculate the payroll in the AFW system.
- E. Once the payroll has been calculated in the AFW system according to the AFW manual, then a calculations report is printed and reviewed by the Payroll clerk.
- F. Now the actual checks must be printed.
  1. The checks are retrieved by the clerk from the secure area where they are stored.
  2. The checks are then created and printed according to the instructions in the AFW manual.
    - a. These checks are pre-numbered and require two signatures.
  3. After the checks are printed they are then given to the first of the two signers. Who after signature and approval will forward them to the next signer who after signing them returns them to the Payroll clerk.
- G. After receiving the checks back the clerk separated the original from the copy.

- H. The employee name and check number are next logged and are only released upon the signing of the log by the supervisor or the employee.
- I. The checks are separated and put into individual envelopes which are sealed in order to protect privacy.
  - 1. The checks are distributed on every other Friday after 10AM unless other notification is provided by the Finance Department.
- J. After the checks are completed the clerk must run the payroll reports and complete the tasks that accompany each report.
  - 1. Requisitions must be completed for all court deductions, housing deductions, etc.
  - 2. Journal entries are completed for all in house deductions, ie., loans, childcare payments, etc.
  - 3. The federal and state withholding taxes must be calculated and the requisitions prepared.
- K. All requisitions are then given to the AP clerk to begin processing. Checks for deductions are processed for distribution the following Monday.
- L. All journal entries are given to the Finance Director for approval.
- M. Early releases of Payroll checks.
  - 1. Time sheets must be submitted with the early release form two days before the employee wishes to receive payment.
    - a. Early release form must be completed with all appropriate signatures.
  - 2. Each employee will be granted two early releases per 26 pay periods.
  - 3. After the payroll clerk receives the request for the early release, the clerk must note in the right hand corner the number of early releases the particular employee has previously been granted.
  - 4. The clerk then submits the request to the Finance Director for approval.

- a. If approval is received the clerk then logs that an early release is being given to the employee and produces the check according to normal procedures prior to the date the check is being requested.
- b. If denied the request is returned to the employee.

V. GENERAL LEDGER

- A. Each month the General Ledger should be printed along with the revenue and expense reports and the trial balance.
  1. These reports should be reviewed by the Finance Director or her reports to check for errors and balances.
  2. The revenue and expense reports, general ledger and trial balance should be reviewed and any necessary correcting journal entries should be written, reviewed, approved and entered into the AFW system.
  3. After all corrections and adjustments have been made then a revenue and expense report should be produced separated and distributed to the appropriate program managers. At this point all of the payroll journal entries for that month should be included and entered into the AFW system.
  4. The Finance Director should now perform the period closing procedures according to the AFW manual.

## **PROPERTY MANAGEMENT MANUAL**

### **A. PURPOSE**

To provide the tribal organization with the capacity to manage the acquisition, control, protection, use and disposition of property acquired with federal and tribal funds.

The primary thrust of property management is to insure control over property of the tribal organization and to compliment the financial records. The elements of property control are:

1. **Property Acquisition.** The process of acquiring property Either through requisition or transfer from government Sources or through purchase including those made from Contractor stores.
2. **Receiving.** The process of government property entering into the tribal organization's custody.
3. **Records.** The official accounting and subsidiary records maintained by the tribal organization to show the status and to control all property furnished to the tribal organization or acquired by the organization.
4. **Storage and Movement.** The process of storing and moving all types of property including movement from one point to another for any purpose, and protection during movement and storage.
5. **Consumption.** The process of incorporating federally owned property into an end item or otherwise consuming it in the performance of a federally sponsored program.
6. **Utilization.** The process of utilizing equipment and material for the purpose for which the materials or property were furnished or acquired.
7. **Maintenance.** The process of providing the care necessary To obtain a high quality of production and the most useful life for the property.
8. **Physical Inventory.** The process of physical locating and counting property, comparing it to records of such property, posting the findings and adjustments and reporting of

inventory findings and adjustments to the proper administrator.

9. **Subcontractor/Subgrantee Control.** The process of control by the tribal organization over subcontractors and subgrantees with respect to property acquired by such subcontractors or subgrantees.
10. **Disposition.** The process of requesting disposition instructions and effecting disposal of property acquired with federal funds.
11. **Reports and Accountability.** The preparation and submission of reports reflecting the status of property required by grants and contracts.

The property management and management system must be consistent throughout the tribal organization. Property acquired with federal funds, property furnished by the federal government or property acquired with tribal funds shall be treated in a consistent manner regardless of source of funds used to pay for such property.

#### 1. Definitions

Most tribal properties can be divided into two major categories: real property consisting of land, land improvements and buildings fixed to the land, and personal property consisting of all tangible property other than real property.

Personal property can be further subdivided into nonexpendable personal property and expendable property. Non expendable personal property is defined as: Property complete in and of itself and of a durable nature with an expected service lifetime of one year or more. Such property does not lose its identity or become a component part of another item and has a unit cost in excess of \$500 or more and may be capitalized as an asset. Nonexpendable personal property can be divided into capitalized property and non-capitalized property. Capitalized property will be recorded in the accounting records as a capital asset. Non-capitalized property will not be recorded as a capital asset. Property which as an acquisition cost of less than \$500 but has a life of greater than one year and is subject to potential theft shall be considered "sensitive" property and shall be classified as nonexpendable capitalized property.

Expendable personal property is defined as property which is consumed during the program year's operations or becomes a component part of

another item when put to use, thus losing its identity. Expendable personal property can be further subdivided into office supplies which are consumed during the year and materials which are utilized as component parts of another item when put to use.

## **B. Acquisition**

Acquisition of property can occur through several sources.

- Property may be acquired through the excess or surplus property acquisition procedures allowed under P.L. 93-638.

Title to such property shall vest in the tribe.

The Property Officer and Tribal Managers shall obtain a GSA screening card designating them eligible to obtain property through GSA sources. The cards shall indicate "all programs", "all GSA regions" and have an "Indefinite" expiration date. A list shall be obtained containing all GSA Area Utilization Officers (AUO's) and shall obtain property listings from such AUO's. The above shall establish a system to periodically screen the Defense depots in the region for available DOD property.

- Property may be furnished by the federal government to the tribal organization under a program or by virtue of a transfer agreement.

Title to such property shall vest in the tribe.

- Property may be acquired through contract funds.

Title to property which is acquired by contract funds shall remain with the federal government unless the tribe requests transfer of title. Property furnished by the federal government to the tribe remains the property of the federal government unless the tribe requests transfer of title.

- Property may be acquired through grant funds.

For property acquired through grant funds, the tribal organization shall have a possessory title or use permit as long as the tribe has an identifiable need for such property.

- Property may be acquired with tribal funds.

Title to such property shall vest with the tribe as a fee simple title.

## 1. Acquisition of Property with Federal Funds.

Tribal departments must insure that the acquisition of government furnished property is legally authorized. The property officer shall prepare a requesting document authorized by the tribal general manager to insure that the property is needed by the program. The property clerk shall insure that the item requested is not available in existing property held by the tribal department, and will further insure that the property requested is necessary and reasonable for the program.

The property clerk must maintain a file describing the status of the acquisition of government furnished property, insure that requests for government furnished property are furnished in a timely manner and retain on file an acceptance transfer document for government furnished property.

The property clerk shall receive from the program a requisition for acquisition of property. It should be prepared in duplicate with one copy retained by the program, describe the property item in detail and cite the need for such property. Identifying the funds to be used for acquisition of such property.

The property clerk will contact the tribal finance department, the program and the funding agency to insure that the property is contract or grant authorized. He or She should determine whether the property is reasonably required.

All property acquisitions must be carefully considered in light of the job to be performed. The property clerk should follow the procedures used in the purchasing manual for the acquisition of property, to insure free and open competition among vendors. Prior to the obligation of such purchase the relative cost advantages of lease versus purchase, should be compared. Federal regulations require that the tribal organization buy the lowest priced item capable of performing the required task.

The purchase order and requisition for property with grant or contract funds contains an accurate, complete and full description of the item, the negotiated price, and the contract number on the purchase order. Prior to obligation of purchase, the contracting officer or grants officer as required for the acquisition of property through grant or contract funds.

## C. Receiving of Property

Receiving of property is the process of property acquired with federal funds entering into the tribal organization's custody.

When property is delivered, the property clerk must be notified and receive such property. Property Clerk should determine that the property has met the purchase order specifications and should compare the property to the receiving report provided by the vendor and to the purchase order issued by this tribal department. The property clerk should determine that the property is in new and good condition unless used property was ordered, and should also determine if the quantity received is in agreement with the purchase order.

The receiving department should prepare a receiving report which accurately and completely described the items, shows the count and the condition. If the quantity, condition or description differs from that shown on the purchase order, a document should be prepared and the property clerk notified.

The property clerk should complete and sign the receiving report, submit one copy to the accounting department and maintain one copy on file.

The property officer should classify the item according to the definitions above (expendable or nonexpendable, capitalized or non-capitalized), and should then insure that the item is properly tagged and marked during the receiving process. The marking and tagging should occur within one day of the receipt of the item, and should indicate the year in which the property was acquired, the funds source for acquisition of such property and the property identification tag number. These tagging identification marks should be trackable to property records maintained by accounting and the property office.

The tribal organization should insure that shipments of items which has been misdirected are adequately controlled prior to the receipt of instructions as to their disposition. The control process should insure the protection of such items to prevent theft, damage or destruction.

The property clerk shall notify the Human Resources Department and they shall notify the insurance carrier of property requiring applicable insurance coverage.

#### **D. Records**

The property records management process is the property, accounting and subsidiary records maintained by the tribal organization which shows the status and controls all property furnished to the tribal organization with federal funds or acquired by the tribal organization. Property records shall allow for inventory control and to so must provide documentation in support of the accounting entries. An individual property record form shall be maintained on all items defined to



nonexpendable personal property. The property record form should describe the item, its location, the condition of the property in full and complete detail.

The property item records shall be periodically summarized on an inventory property register. The property records shall be adjusted to reflect the physical inventory conducted and the property records closed, by means of proper accounting entries supported by documentation, and should reflect the condition of the property pursuant to the inventory process.

Fabrication records must be prepared on all items fabricated from materials acquired using federal funds. Items fabricated shall show the description, status, completion date, cost of fabrication and other information.

The property clerk shall prepare a record showing the receipt and issue of property items to entities within the tribal organization, as well as transfers from one entity within the organization to other entities. Records shall identify the property item, the identification number, the organizational entity transferring the item and the organizational entity receiving such item.

The property clerk shall prepare and issue a custodial responsibility record. Records must state the individual charged with responsibility and should assign the property to that individual. Custodial designation mandates that the custodian is financially obligated for the effective storage, protection, use and maintenance of such items they are responsible for. The property clerk shall issue such designation to the custodian and obtain his or her signature on the form.

The property clerk should prepare scrap and salvage records which reflect the status of all items declared to be scrap and all items which are reclaimed during salvage operations. Records should indicate the proper classification of the items and provide documentation in support of the record. On scrapping of items, the records should be properly adjusted and closed.

#### **E. Storage and Movement**

Storage and movement is the process of storing and moving all types of property held by the tribal organization for the purpose and the protection of such items during the movement and storage.

The property clerk shall arrange for facilities for storing and insure that the facilities and the maintenance of such facilities are adequate to

protect the property items. Protection must be provided for property items to make sure that the items will not be damaged or destroyed through corrosion, contamination or environmental effects. Hazardous materials, precious metals and sensitive items should be adequately protected so that they are not damaged or destroyed or stolen.

If necessary, the tribal property clerk will segregate property for which title is held by the federal government from property owned by the tribe. Segregation may be through physical means or may be accomplished through use of tagging identification on such property items.

Movement of property must be supported by records including an issuance record, a transfer and a location change order. All such movements must have the proper authority. The organization receiving the property item shall provide documentation; the organizational entity transferring the item shall also document the transfer and also sign.

Loss or damage which occurs to the property during transfer must be immediately reported to the property clerk and provisions taken for assigning responsibility or replacement of such items through insurance means.

#### **F. Consumption of Materials**

The process of incorporating materials into an end item or otherwise consuming supplies in the performance of a grant or contract is called consumption. The property clerk has two responsibilities in this area, to see that consumption is reasonable and that items are conserved during consumption.

To do so, the property clerk will periodically compare the quantities consumed during the conversion of materials into an end item or the billings on materials and material requirements list. Comparison of the material requirements list to the quantities actually consumed will reveal reasonableness of usage.

#### **G. Utilization Process**

The property clerk shall periodically inventory property items to insure that they are being used for the purposes for which they were originally acquired. The property officer shall charge the custodian with the responsibility of insuring that the property item is used only for the purposes for which it was originally acquired. No property item shall be used for personal purposes. No property item shall be checked out to tribal members for use by such members unless that usage is within the guidelines of the program for which the property was acquired.

Annually the property clerk will query the program and program custodians to determine the need for continued usage of property items to subsequent program years. This query will determine whether the property items will be retained, disposed of or transferred to other users within the organization. A record will be maintained of the query. Necessary care must be employed to obtain high quality production and useful life from all property held by the tribal organization.

The property clerk will develop records to document the periodic maintenance occurrence and scheduling of preventative and corrective maintenance and major repair, replacement or other rehabilitation. A maintenance record must be prepared for all nonexpendable personal property items. Maintenance record forms will indicate the type of maintenance service, the date of such service, the schedule date of such service and cost.

Periodically, the property clerk will contact the custodian of property to determine if there is a need for major repair, replacement rehabilitation. The custodian of property will also inform the property clerk of the need for such capital repair, replacement or rehabilitation. The custodian of property will set up a schedule to determine what major repairs and capital types of rehabilitation and will schedule with a outside entity for the accomplishment of such rehabilitation services. The property clerk should monitor the rehabilitation to insure that it is accomplished as authorized, and make sure that the property maintenance records reflect the occurrence of scheduled maintenance and capital-type rehabilitation.

The property clerk shall insure that the tribal organization has property damage, loss and theft insurance and that all property which could potentially cause harm to others and their property are covered under a liability insurance policy.

#### H. Inventory

The property clerk is responsible for conducting an annual inventory of property acquired with tribal or federal funds. The inventory will be compared to the records of the property held by the tribal organization. Adjustments to the records will be made to reflect the physical inventory.

A schedule for the annual inventory of tribal property should be developed. These inventories will be rotated to insure that the property clerk accomplishes such inventories throughout the year rather than on a one time basis.

The property clerk will develop an inventory record form to be used during such inventories. The inventory record should reflect the number of items, the description of the item, its location and any other descriptive information necessary.

On completion of the inventory the property record will reflect the date of the inventory and the quantity of items which have been inventoried. The property clerk will identify any differences between the inventory record and will then inform the program and the accounting department of any differences. The property clerk shall note the responsibility for the differences, and will insure that the individual who is responsible is held fiscally accountable for such differences. The accounting office will make an adjustment to the accounting records to reflect the adjustments resulting in the inventory. These will be shown as a loss to the capitalized items shown on the accounting records.

All instances of loss, damage or destruction of property shall be reported promptly and properly by the program to the property clerk. The lost of items owned by the federal government (i.e., property acquired through the use of contract funds) or items which the government furnished to the tribe shall be promptly reported to the federal government property administrator.

#### J. Subgrant and Subcontract Controls

The tribal organization is responsible for establishing procedures for controls over subcontractors and subgrants with respect to property acquired with federal funds. The tribal organization shall provide adequate instructions about the terms and conditions of the subgrant or subcontract to the subcontractor or subgrantee, because they are required to conform to the procedures imposed on the tribal organization with regard to acquisition, records, use, maintenance and inventories. The tribal organization shall periodically monitor the subcontractor or subgrantee to determine the use and implementation of adequate property management procedures.

The tribal organization shall inform the subcontractor or subgrantee that property records maintained by the subgrantee or subcontractor remain the property of the tribal organization, and that any property acquired with federal funds is also the responsibility of the tribal organization.

#### K. Disposal

Disposal of property acquired with federal funds must meet the guidelines provided by the federal government. Disposal criteria depends on the title of the property.

In order to determine the needs for disposition the property clerk will annually screen property held by each program to identify items considered to be excess. Items identified as excess property will then be listed and promptly reported. The property clerk will identify those items which the programs have a continued need for.

When items have been acquired with federal contract funds the property clerk must determine the federal government disposition guidelines and the title criteria. Items with federal title must be returned to the government. Items with tribal possessionary title can be disposed of with no obligation to the federal government if the fair market value is less than \$5,000. Items which the tribe has a continuing need for will be transferred to those entities based on the criteria below.

Items which have been identified as excess to a program will be listed by the property clerk, who will subsequently contact other entities within the tribal organization in accordance with the priority listing below to determine if other entities within the tribe have a need for such items. The priority which the property officer will use to identify a utilization need is:

- Other programs funded by the same agency which funded the Program which declared the item excess.
- Other federally funded programs.
- Other tribal programs.

Having identified utilization needs within other programs in the tribal organization, the property clerk will then establish need for disposal of the property. If no other program needs the item, then the property clerk will adhere to federal guidelines for disposal and proceeds of such sale of acquired property.

Prior to disposition of the property, the property officer, regardless of whether the property is contract or grant acquired, shall make sure there is proper authority for disposition. The property identification tag will be removed prior to disposal and documentation of the disposal will be prepared on a disposition record form. This record will reflect the authority for disposal, the action taken, the date of disposal, the proceeds from the disposal and the property record which has been adjusted.

After disposition, the property clerk will adjust the property item records, the program registers and any other property records maintained by the property office. The property clerk will inform the accounting department of the disposal of the property item so that the finance office may adjust the financial records to reflect the disposal.

Any required proceeds from the sale will be returned to the federal government, and transferring of such receipts to the accounting department. The accounting department will then forward such receipts to the federal government which provided the funds for the original acquisition of the property. If the tribal government is entitled to retain the proceeds from the disposal, the property department shall provide a receipt to the accounting department along with the proceeds from the sale so that the funds may be deposited in the appropriate account.

#### L. Reporting

The tribal organization must prepare and submit reports to the federal government which reflect the status of property acquired through grants and contracts.

The reports should be submitted within ninety days of the annual completion of the federal program. The program property register form will be prepared with individual item records and will summarize the property held by each program. Property held by each program will include property acquired with program funds as well as property transferred to the program by the government.

Property reports submitted to the federal government are required for both contracts and grants. The items to be reported for each shall be submitted in accordance with the guidelines for each program.