

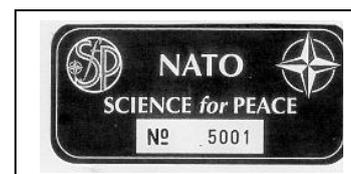
## PROPERTY INVENTORY PROCEDURE

All property with an initial value of ~~2,500~~ 1,250 EUR<sup>1</sup> or more, purchased in whole or in part with NATO funds, must be clearly identified and its location well documented at all times. This instruction applies to equipment, computers and software, but does not apply to consumable supplies. When the project is completed (approved Final Report), the ownership of this property can only be transferred to the participating institution if the inventory is complete and up-to-date.

For the purpose of recording the inventory the Project Co-Director concerned will label each property with a numbered INVENTORY LABEL and will list the property in an INVENTORY RECORD. The inventory may be audited at any time by NATO officials or local authorities.

### 1. INVENTORY LABELS

Each piece purchased with NATO funds will be identified by one of the blue inventory labels provided by the SPS Office. The label has to be affixed to the front of the item (at a visible place!). If an equipment consists of a number of easily removable components, each component will receive a separate label. If the equipment has been assembled into a larger system, the system should be labelled and the records identify which piece(s) is (are) NATO property.



### 2. INVENTORY RECORD

It is the responsibility of the Project Co-Director concerned to prepare and update the inventory. The record is established at the start of the project in form of a summarising table (outline see below). This table must list all items with an initial net value of ~~4,250~~ 2,500 EUR or more which were purchased in whole or in part from NATO funds<sup>2</sup>. The first inventory record will be submitted to the SPS Programme Office in chapter c. "Equipment Inventory Records" of the six-monthly Progress Report, in any case no later than 12 months after the date of the first Grant Letter. An updated inventory record will be submitted every six months thereafter (with the Progress Report). The Project Co-Directors will keep a copy in their project file.

Outline of the inventory record (use A4, landscape):

Inventory Label No.	Property Item	Manufacturer	Model Number	Serial Number	Date of Purchase	Cost (EUR <sup>1</sup> )	Location

Inventory Label No.: The number on the blue SPS inventory label affixed to the property item

Property Item: Give the name in full (no abbreviations)

Manufacturer: Full name of the manufacturer (not the supplier)

Model Number: As given on the manufacturer's tag on the item

Serial Number: As given on the manufacturer's tag on the item

Date of Purchase: As given on the invoice related to the procurement

Cost: In EUR<sup>1</sup> as debited from NATO's Project funds

Location: Be as explicit as possible

### 3. MISSING OR DAMAGED EQUIPMENT

In the event that an item of property has been damaged, destroyed or cannot be located, the circumstances of the loss must be immediately reported to the SPS Programme Office. In the inventory record, the loss must be indicated and details be given. The Project Co-Director concerned should put any possible effort into repairing or returning the property to its proper location.

<sup>1</sup> As from January 2002, grants are made in Euro (EUR) and all figures should be given in EUR.

<sup>2</sup> Items which are being shipped while updating the inventory record should not be listed. Items which have arrived in the country, but which have not yet been installed at the institution, should be listed.