

# ETA Property Management Handbook No. 359

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## APPENDIX A

### EXAMPLES OF EXPENDABLE PROPERTY

1. **Clothing Items** such as shoes, uniforms, gloves, boots coats, hats, etc.
2. **Office Supplies** such as paper, pencils, pens, rulers, manually operated paper cutters, pencil sharpeners, paper clips, etc.
3. **Small Athletic Equipment Items** such as roller skates, ice skates, bats, balls, boxing gloves, tennis nets, badminton nets, helmets, small mats, skis, protective equipment, tennis rackets, pads, bowling pins, golf clubs, golf bags, camping equipment, etc.
4. **Small Kitchen Items** such as dishes, silverware, china, small pots, pans and trays, tongs and stirrers, knives, cooking utensils, etc.
5. **Training Programs** of all varieties on all media.
6. **Cassettes** (video and audio), CDs, DVDs, etc.
7. **Books**, including encyclopedias.
8. **Training materials** such as maps, charts, films, etc.
9. **ADPE Supplies** such as diskettes, printer ribbons, etc.
10. **Small non-powered tools** such as hammers, screwdrivers, wrenches, etc.
11. **Miscellaneous Items Including** bulletin boards, corkboards, easels, waste baskets, trash containers, waste receptacles, portable hair dryers, saw blades, (all types including diamond), drill bits, tires, (except for heavy equipment), batteries, film, mirrors, belt and tie racks, extension cords, ropes, venetian blinds, tents, cook sets, combination locks, tape measures, irons, ironing boards, towels, headphones, mattresses, pictures and wall hanging, artificial flowers, bedding and linens, etc.

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## APPENDIX B

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3.	Hand Receipt Form.....	B3
4.	SF-122, Transfer Order Excess Personal Property.....	B4
5.	Sample Stock Record Card.....	B5
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7.	SF-91, Operator Report of Motor Vehicle Accident.....	B7
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9.	Repair Log Form.....	B9
10.	Form ETA 3-94, Contractor's Inventory Certificate.....	B10
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14.	Certificate of Abandonment or Destruction.....	B14
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## APPENDIX C

### SAMPLE LETTERS AND REPORTS INDEX

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