

EMPLOYEE EXIT INVENTORY		NAME OF DEPARTING EMPLOYEE	
INSTRUCTIONS TO SUPERVISOR		CODES (Enter one)	
Print legibly. Attach original to the SF-52 "Request for Personnel Action". Retain one copy for your records.		S = Satisfactory - Employee has accounted or settled for item(s) charged for his/her record.	
All blocks must be coded. If you have coded "NS" for an item IMMEDIATELY TELEPHONE FSO and request a final salary withholding deduction or other financial settlement.		NA = Not Applicable. Employee has no such item charged to his/her record.	
		NS = Not Satisfactory - Employee has not satisfactorily accounted or settled for item(s) charged to his/her record.	
EMPLOYEE RESPONSIBILITY: Contact Accountable Property Officer and request inventory be taken. Record name of accountable Property Officer conducting inventory and date on which inventory was conducted. Unresolved property items may require action by the Board of Survey prior to employee's departure. See APHIS Personal Property Manual for guidance.			
CODE	1. Accountable items, and items recorded on OP-130, Personal Custody Property Receipt (including, but not limited to the following)		
	Aircraft Key	Computer	Office Keys
	At-home items	Copier	Official Records
	Backtags	FAX Machine	Parking Permits
	Binoculars	Firearms, Ammunition	Permits
	Calculator	Furniture/Appliances	Petty Cash, Tokens
	Camera	Modem	Printer
	Cellular Telephone	Motor Vehicle Keys	Radios
			Recorder/Camcorder
			Seals
			Uniform
			USDA/APHIS books, publications, manuals, etc.
			Vehicle License Plates
			Veterinary Medical and related supplies
CODE	2. Accountable Property Officer: If the departing employee is a motor vehicle Property Officer, the inventory should be transferred to the new AO or his/her supervisor.		
	NAME OF ACCOUNTABLE PROPERTY OFFICER CONDUCTING INVENTORY (Signature not required)		DATE
CODE	ACCOUNTABLE FORMS	CODE	CREDIT CARDS
	3. SF-1169, U.S. Govt. Transportation Request		21. Telephone Credit Cards
	4. SF-1103, U.S. Govt. Bills of Lading		22. Fleet Management Credit Card (Gasoline)
	5. AD-744, Purchase Order/Invoice/Voucher		23. USDA, Central Supply Store Card
	6. APHIS 89, Report of Reimbursable Inspection and Quarantine Service		24. VISA/American Express Cards (Agency Issued)
	7. AD-107, Report of Transfer or other Disposition or Construction of Property - for Sales		FINANCIAL
	8. Accountable Certificates		25. Travel Advance
	IDENTIFICATION		26. Field Party Advance
	9. USDA Photo ID Card		27. Imprest Fund Advance
	10. AD 53, USDA Photo ID Card (field)		28. Imprest Cashier Exit Clearance
	11. FEMA 12-11, Federal Employee Emergency ID Card		29. Collection Officer Receipts and monies
	12. VS 1-4, Identification Card		30. Annual/Sick Leave Indebtedness
	13. PPQ 518, Identification Card		31. Uniform Allowance Refund
	14. PPQ 517, Identification Card		32. Unused airline, train, bus tickets, discount coupons
	15. Foreign Embassy Identification		33. Board of Survey Settlements
	16. Foreign Government Identification		AGREEMENTS
	17. Official Passport		34. APHIS 6R, Service Agreements
	18. APHIS 311, APHIS Official Business Shield		35. Training
	19. Badge	REMARKS - Use this section to: (1) explain items for which an employee has not satisfactorily accounted, and describe efforts to resolve the problem, (2) document serial numbers, ID numbers, dollar amounts, etc., where appropriate, and (3) document receipt of any checks or satisfactory settlement of any unique items.	
	20. ADP "Passwords" and "Identification"		
REMARKS			
(If more space is needed, continue on reverse)			
SIGNATURE AND ADDRESS OF SUPERVISOR (See instructions above)		TELEPHONE NUMBER	DATE