	EMDLOVEE EVIT IN	USDA-APHIS	NAME OF DEPARTING EMPLOYEE				
EMPLOYEE EXIT INVENTORY				No.			
INSTRUCTIONS TO SUPERVISOR Print legibly. Attach original to the SF-52 "Request for Personnel Action". Retain one copy for your records.				CODES (Enter one) S=Satisfactory - Employee has accounted or settled for item(s) charged to his/her record. NS=Not Satisfactory - Employee has not satisfactory accounted or settled for item(s) charged to his/her records.			
All blocks must be coded. If you have coded "NS" for an item IMMEDIATELY TELEPHONE NFC and request a final salary withholding deduction or other financial settlement.			N/A=Not Applicable - Employee has no such item charged to his/her record. nventory 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 Keys	Computers	Office Keys Recorders/Camcorders			/Camcorders	
	At-Home Items Copiers		Official Records Seals				
	Backtags FAX Machines		Parking Permits Uniforms Permits USDA/APHIS Books, Publications,		IIO Dandar Buddhadhara		
	Binoculars Calculators	Firearms Ammunition	Permits	Takana			
	Canculators	Furniture/Appliances Modems	Petty Cash Printers	, TORETIS	Manual Vehicle Lic	ense Plates	
	Cellular Telephones	Motor Vehicle Keys			Medical and Related Supplies		
	Condidi Tolophonoc	Meter Verneie Reje	Votormary moulour and residue cupping				
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 OR ACCOUNTABLE PROPE	ME OR ACCOUNTABLE PROPERTY OFFICER CONDUCTING INVENTORY (Signature not required) DATE					
CODE	ACCOUNTAG	BLE FORMS	CODE		CREDIT	CARDS	
	3. SF-1169, U. S. Government Transportation Request			22. Telephone Credit Cards			
	4. SF-1103, U. S. Government Bills of Lading			23. Fleet Management Credit Card (Gasoline)			
	5. AD-744, Purchase Order/Invoice/Voucher			24. USDA, Central Supply Store Card			
	6. APHIS 89, Report of Reimbursable Inspection and Quarantine Service			25. VISA/American Express Cards (Agency Issued)			
	 AD-107, Report of Transfer or other Disposition or Construction of Property - for Sales 			FINANCIAL			
	8. AD-1147, Public Transportation Benefit Program Application/Cancel Participation			26. Travel Advances			
	9. Accountable Certificates			27. Field Party Advances			
	IDENTIFICATION			28. Imprest Fund Advances			
	10. USDA Photo ID Card			29. Imprest Cashier Exit Clearances			
	11. AD-53, USDA Photo ID Card (field)			30. Collection Officer Receipts and Monies			
	12. FEMA 12-11, Federal Employee ID Card			31. Annual/Sick Leave Indebtedness			
	13. VS 1-4, Identification Card			32. Uniform Allowance Refunds			
	14. PPQ 518, Identification Card			33. Unused airline, train, bus tickets, or discount coupons			
	15. PPQ 517, Identification Card			Board of Survey Settlements So. Collection of unused transit subsidy: Metro fare cards or a check written to			
	16. Foreign Embassy Identification			the Department of Agriculture.			
	17. Foreign Government Identification			AGREEMENTS			
	18. Official Passport			36. APHIS 6R, Service Agreements			
	19. APHIS 311, APHIS Official Business S	hield		37. Training			
	20. Badge	accounted, and			Use this section to: (1) explain items for which an employee has not satisfactorily d describe efforts to resolve the problem; (2) document serial numbers, ID numbers,		
any unic				ar amounts, etc., where appropriate; and (3) document receipt of any checks or satisfactory or unique items.			
REMARKS:							
SIGNATUR	E AND ADDRESS OF SUDERVISOR	(See Instructions above)		TELEPHONE NUMBI		ore space is needed, continue on reverse) DATE	
SIGNATURE AND ADDRESS OF SUPERVISOR (See Instructions above)				ILLE HONE NUMBI		DAIL	