

Property Control Codes

Below are the property control codes used for inventory. They include the following: availability, condition, restriction and purpose codes. The DPC should maintain these codes using FAMIS FFX Screen 535.

Availability Codes

Code	Description	Comments
AV	Available, but not idle	Available for loan.
BLANK	Undetermined	
EX	Excess Property	Transfer to Surplus.
LN	On Loan to Another Department	Document the loan in writing.
MS	Missing – Unable to Locate	Send FDP-9 to Property Manager
RE	Restricted – Single Purpose	
SH	Shareable – Upon Request	Available for loan
ST	Stolen	Send Form FDP-9 to Property Manager with police report
US	In Use Full Time	Routine code for new purchases

Condition Codes

Code	Description	Definition	Comments
E1	Used – Reconditioned – Excellent	Used property, but repaired or renovated and in excellent condition.	
E2	Used – Reconditioned – Good	Used property which has been repaired or renovated, and, while still in good usable condition, has become worn from further use and cannot qualify for excellent condition.	
E3	Used – Reconditioned – Fair	Used property which has been repaired or renovated, but has deteriorated since reconditioning and is only in fair condition. Further repairs or renovation required or expected to be needed in near future.	
E4	Used – Reconditioned - Poor	Used property which has been repaired or renovated and is in poor condition from serious deterioration such as from major wear and tear, corrosion, exposure to weather, or mildew.	
MH	Missing – Hold for Deletion		Send FDP-9 to Property
MI	Missing – Not Deleted from Inventory	Item missing but not deleted from inventory accountability.	
MN	Missing – Negligence		
MS	Missing – Request Now		Property Manager will assign per State

			Property Acctg Syst.
N1	New - Excellent	NOTE: Codes N1-N4 are not used. Per State Auditor's office, "once an item is placed in service - it is considered <u>used</u> . Therefore, code O1 should be used for new purchases."	
N2	New - Good		
N3	New - Fair		
N4	New - Poor		
O1	Used - Usable Without Repair - Excellent	Property that has been slightly or moderately used, no repairs required, and still in excellent condition.	
O2	Used - Usable Without Repair - Good	Used property, more worn than O1, but still in good condition with considerable use left before any important repairs would be required.	
O3	Used - Usable Without Repair - Fair	Used property which is still in fair condition and usable without repairs; however, somewhat deteriorated, with some parts (or portion) worn and should be replaced.	
O4	Used - Usable Without Repair - Poor	Used property which is still usable without repairs but is in poor condition and undependable or uneconomical to use. Parts are badly worn and deteriorated.	
R1	Used - Repair Required (10% Acq.) - Excellent	Used property, still in excellent condition, but minor repairs required (estimated repairs would cost no more than 10% of acquisition cost).	
R2	Used - Repair Required (11-25% Acq.) - Good	Used property in good condition but considerable repairs required. Estimated repair cost of repairs would be 11% to 25% of acquisition cost.	
R3	Used - Repair Required (26-40% Acq.) - Fair	Used property, in fair condition, but extensive repairs required. Estimated repair costs would be from 26% to 40% of acquisition cost.	
R4	Used - Repair Required (41-65% Acq.) - Poor	Used property, in poor condition, and requiring major repairs. Badly worn, and would still be in doubtful condition of dependability and uneconomical to use if repaired. Estimated repair costs from 41% to 65% of acquisition cost.	
SC	Scrap Value = Basic Material Content	Property that has no value except for its basic material cost.	
SN	Stolen - Negligence		Send Form FDP-9 to Property Mgmt
ST	Stolen - Request now		Property Manager will assign per State Property Accounting System
UC	Under Construction		Use until fabrication is completed.
UN	Unknown		Not used by TAMU

XX	No Value	Property that has some value in excess of its basic material content but is in such condition that it has no reasonable prospect of use for any purpose as a unit (either by the holding or any other agency) and its repair or rehabilitation for use as a unit is clearly impractical. Repairs or rehabilitation estimated to cost in excess of 65% of acquisition cost would be considered "clearly impractical" for purpose of this definition.	Now used by TAMU
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Purpose Codes

Code	Description	Comments
AD	Administrative	
AG	Agricultural Services Building	
AX	Auxiliary Enterprises	
FR	Residence, Family - Apartments	
GN	General	Artwork is an example of general.
IN	Instruction	
LB	Library	
MT	Maintenance	
NI	Non-Institutional Agency Building	
PP	Physical Plant	
PS	Public Service	
RE	Research	
RP	Rental Property - For Profit	
SR	Residence, Single - Dorms	

Restriction Codes

Code	Description
A	Equipment through Texas Surplus - Acquisition date+18 months
B	Right to reclaim/transfer-fund agency
C	Title stays with fund agency (federal/private)
D	Research sales receipts to be deposited to NSF equipment sale
E	Sale receipts to return to federal government
F	Exempt property-use on federal fund project
G	Retain & reimburse federal govt by % funded by federal govt based on market value
I	No restrictions
J	Retain equipment 10 years under federal grant
K	Equipment to be used for water research programs
L	Equipment to be used for health reasons
O	Other
R	Research only (per funding agency)
T	Teaching only (per funding agency)
X	Gift > \$5000; if disposed of in less than acquired date +2 years, submit IRS form# 8282