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SOUTHWESTERN BELL TELEPHONE PRACTICE

SECTION SW 741-001-905

SWBT Standard

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TRANSFERRING SUPPLIES AND GENERAL EQUIPMENT

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TRANSFERRING SUPPLIES AND GENERAL EQUIPMENT

1. GENERAL

1.01 This section covers reporting and accounting for items of Supplies and General Equipment transferred from one location, crew number, account code and/or one job to another.

1.02 This section is being reissued to conform to the current Southwestern Bell Format Standards, and to reflect current procedures used when transferring supplies and general equipment.

2. TRANSFER FORM SN65a, MATERIAL TRANSFER REPORT

2.01 Transfer Form SN65a, Material Transfer Report, is a four-part form and is available through SWIMS. This automated ordering system requires an Authority Code Number to be entered on a touch tone telephone. Detailed instructions for ordering and obtaining an Authority Code Number are located in the Forms Catalog (Attachment 1 of Joint Practice 101).

- a) Form SN65a (White) - This is the original copy and is to be enclosed with the item(s) being shipped, or forwarded to the person outlined in the 'Shipped To' field.
- b) Form SN65b (Green) - Post major items of supplies, tools and furniture to the appropriate records maintained by the field. Once posting is complete, mark the green copy 'Posted'. Initial this copy and forward to the Division Manager-Comptrollers.
- c) Form SN65c (Pink) - Attach this copy to the SN65a (White) copy, and forward both to the person listed in the 'Shipped To' field.
- d) Form SN65d (Yellow) - Retain this copy as a field record.

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3. INSTRUCTIONS FOR REPORTING VEHICLE TRANSFERS

3.01 A mileage report is completed each month for each vehicle transferred. (See Exhibit 1.) This report is created by the Automotive Organization within your state and is distributed to the field for posting current mileage.

NOTE: Even though the format of this report varies somewhat in each section, the procedures outlined in this practice address all reports.

3.02 In an effort to eliminate duplicate reporting, the Automotive Organization is responsible for notifying the Comptrollers Department of all vehicle transfers via the Automotive Tracking Reporting Analysis and Control (ATRAC) Mileage Report.

3.03 This practice addresses procedures used in the processing of both types of vehicle transfers:

- a) Transfers within the same Processing Entity Code (PEC), and
- b) Transfers to a different Processing Entity Code (PEC).

3.04 When transferring a vehicle, line through the transferred vehicle on the monthly mileage report. (See Exhibit 2.)

3.05 When receiving a vehicle, add it to the monthly mileage report along with the current mileage. (See Exhibit 3.)

3.06 Once Automotive receives the mileage reports, the vehicle information will be updated in the ATRAC database.

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3.07 The following steps must be completed by Automotive when vehicles are transferred within a PEC:

- a) Prepare Transfer Form SN65a. (Instructions used in the preparation of this form are outlined in Section 6.) Note on the form the following: 'Motor Vehicle Transfers for the month of _____, 19____, _____ pages attached.'
- b) Attach to the completed Form SN65a a copy of each page of the mileage report that contains transfers.
- c) Sign on the 'Shipped' line located at the bottom of the document.
- d) Forward the completed SN65a Form with the attached mileage report to the unit responsible for the continuing property records (Form SN460A).

3.08 The transfer of any vehicle 'From' or 'To' a different PEC must be coordinated with the Automotive Organization. The organization sending the vehicle must call the local automotive group and inform them of the desired transfer. Automotive will then contact the Automotive group at the 'Shipped To' location and inform them of the pending transfer. The Automotive group at the 'Shipped From' location will then prepare a Form SN65a, using procedures outlined in Caption 5.

Note: Any vehicles permanently moved or loaned between PECs for a period in excess of sixty (60) days must be transferred.

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4. WHEN TO USE TRANSFER FORM SN65a

4.01 Transfer Form SN65a must be used when reporting the transfer of any of the following: (See Exhibit 4.)

- a) Public Telephone Equipment, Other Communications Equipment, and Emergency Reporting Equipment transferred between PECs, e.g., telephone sets transferred from Houston to St. Louis.
- b) Major items of supplies transferred from one division to another.
- c) Minor items of supplies recovered in lots as 'good' on a specific estimate, CWO (Custom Work Order) or KCO (Keep Cost Order) and placed in stock for future use on other jobs.
- d) Major items of furniture and office equipment transferred from:
 - 1) One office or building to another in the same exchange.
 - 2) One room to another in the same building where records are maintained by room number.
 - 3) One department to another.
 - 4) One exchange to another.
- e) Major items of tools and portable testing apparatus transferred from one account code, responsibility code, and/or location code to another.
- f) Motor vehicles transferred from one geographic location to another. (For example, if a normal overnight parking location is changed from a Central Office to a Service Operations Center, the vehicle must be transferred.)
- g) Other major items of general equipment transferred from one exchange to another.

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5. PREPARATION OF FA FORM SN65a

5.01 Procedures used in the preparation of FA Form SN65a, Material Transfer Report, are as follows:

- 1) DISTRICT - Enter the District making the transfer.
('From' District)
- 2) PEC - Enter the appropriate Processing Entity Code.
- 3) REPORT NO. - Enter the Report Number received from
the District office.
- 4) ROUTINE ORDER NUMBER - Enter Routine Order Number
when applicable.
- 5) ESTIMATE NUMBER - Enter Estimate Number when
applicable.
- 6) RESP. CODE-ORIG. - Enter the Responsibility Code of
the organization transferring
the item.
- 7) ITEM # - For tracking purposes, items may be
numbered if desired.
- 8) DESCRIPTION OF ITEM - Enter a brief description of
the item being transferred.
- 9) SOURCE NO. - This field will be entered by
Comptrollers.
- 10) FURNITURE NUMBER OR MATERIAL CODE - Enter a
Furniture, Property or Serial Number. Code
Numbers for all other items will be entered
by Comptrollers.

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11) FURNITURE RM. NO. (From) - Enter the room number
Upper where the furniture is presently located.

11) FURNITURE RM. NO. (To) - Enter the room number at
Lower the "Shipped To" destination.

12) CREW NO. (From) - Enter the Crew Number of the
Upper originator of the transfer. (This field
to be prepared by tool using crews only.)

12) CREW NO. (To) - Enter the Crew Number of the
Lower "Shipped To" destination. (This field
to be prepared by tool using crews only.)

13) LOCATION CODE (From) - Enter the Location Code of
Upper the originator of the transfer.

Note: Do not enter a Location Code for
Major Tools. Enter a Location
Code and Crew Number for tools.

13) LOCATION CODE (To) - Enter the Location Code of
Lower the "Shipped To" destination.

Note: Do not enter a Location Code for
Major Tools. Enter a Location
Code and Crew Number

14) ACCOUNT CODE (From) - Enter the appropriate Account
Upper Code of the item being transferred.

14) ACCOUNT CODE (To) - Enter the same Account Code
Lower that is entered in the Account Code (From)
field.

15) MOTOR VEHICLE NUMBER (From) - Enter the Motor
Upper Vehicle Number only if the item being
transferred is a vehicle.

15) MOTOR VEHICLE NUMBER (To) - The 'Shipped To'
Lower location shall verify the Motor Vehicle
Number, and enter the number in this space.

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- 16) STOREROOM ID (From) - Enter the last four digits of
Upper the storeroom geographic location code.
Note: Do not enter an Administrative
Location Code in '13' or '16'.
- 16) STOREROOM ID (To) - Enter the last four(4) digits
Lower of the storeroom geographic location code.
- 17) QUANTITY (From) - Enter the number of items **shipped**
Upper on this transaction.
- 17) QUANTITY (To) - Enter the number of items **received**
Lower on this transaction.
- 18) RESPONSIBILITY CODE - (To) Enter the Responsibility
Lower Code of the 'Shipped To' destination only
if different from the reported
Responsibility Code-Originating.
- 19) EXTC (From) - Enter the appropriate Expenditure
Upper Type Code for the item.
- 19) EXTC (To) - Enter the same Expenditure Type Code
Lower reported in the EXTC (From) field.
- 20) FUNCTION CODE (From) - Enter a Function Code only
Upper if a non field-coded account is reported in
the Account Code field.
- 20) FUNCTION CODE (To) - Enter the same Function Code
Lower reported in the Function Code (From) field.
- 21) EC (From) - Enter an Environment Code only if a
Upper Job Function Code has been reported in the
Function Code field.
- 21) EC (To) - Enter the same as instructed in the EC
Lower (From) field.
- 22) COND. (From) - Enter the condition of the item(s)
Upper being transferred:
N = New Unused
G = Good Reusable
- 22) COND. (To) - Enter this field the same as Cond.
Lower (From) field.

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23) YR. PL. (From) - Enter the year the item was placed
Upper in service.

23) YR. PL. (To) - Enter this field the same as the
Lower Yr. Pl. (From) field.

24) SHIPPED:

a) VIA - Enter the method of shipment (e.g.,
Freight Express, Parcel Post or Truck.)

b) DATE SHIPPED - Enter the date the item(s) is
shipped.

c) SIGNED - Enter signature, title, telephone
number and date the form is prepared.

6. RECEIVING TRANSFERRED OR 'SHIPPED TO' ITEMS

6.01 Upon receipt of both the item(s) transferred to your office and the accompanying transfer forms, (FA Form SN65a (white copy) and SN65c (pink copy), manually compare each item(s) received with each item(s) reported on the SN65a Form.

6.02 If each item reported on the Form SN65a is received, fill in the data requested in the "Rec'd" area located at the bottom of the form:

a) Date Received - Enter the date the item is received.

b) Signed - Enter signature, title, telephone number and date of signature.

NOTE: Blocks labelled "For Acctg. Use Only" will be filled in by Comptrollers.

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6.03 Post the transferred item to furniture, tool or stock records as appropriate. Mark the SN65a Form (white copy) and the SN65c Form (pink copy) "Posted", and initial both. Forward the SN65a Form to the Senders Comptrollers Disbursement Office for processing. Retain the SN65c Form for your files.

NOTE: Forms directed to Comptrollers should follow normal routes to allow for interim posting or treatment as required by the Division.

7. WHEN TO USE TRANSFER FORM SN65e

7.01 Periodically the Comptrollers Department will furnish the Districts with lists of missing tickets or reports. When this happens, the Districts will request duplicate copies of any missing forms from the files maintained by the field forces.

7.02 When there is a need to request duplicate copies of missing forms from the field forces, FA Form SN65e must be prepared and forwarded to the field. (See Exhibit 5.) These forms are available through the Order Invoice Plan. Ordering information is located in the Forms Catalog, Attachment 1 of Joint Practice 101.

8. PREPARATION OF FA FORM SN65e

8.01 Procedures used in the preparation of FA Form SN65e Material Transfer Report, are outlined in Caption 5. This form is identical to the SN65a form and therefore is prepared using the same guidelines.

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9. WHEN TO USE MATERIAL TRANSFER REPORT NUMBER LOG FORM SN-65F

9.01 The Material Transfer Report Number Log, Form SN-65F (Exhibit 6), is used in an effort to:

- a) Provide easy tracking as to the originating source of a transfer.
- b) Reduce the number of files currently being maintained.
- c) Provide a convenient means of locating reports.

9.02 The district office shall assign the responsibility of maintaining the Material Transfer Report Number Log. This employee shall assign a five(5) digit report number for each transfer processed. The breakdown of this report number is as follows:

- a) The first two(2) digits indicate the year the transfer was initiated.
- b) The last three(3) digits shall be assigned sequentially from a block of numbers associated with a category:

<u>Category</u>	<u>Number</u>
Furniture	001-199
Tools and Test Sets	200-499
Major Material	500-799
Motor Vehicles	800-899
Other	900-999

9.03 When assigning a report number, the district office also records who the number was requested by. This reference is useful in locating missing reports and unmatched copies. It also provides the districts with a tool to follow up on such transfers.

9.04 The district office is to provide Comptrollers with the name and telephone number of the employee who is responsible for maintaining the Material Transfer Report Log in the event there are any questions or discrepancies pertaining to a specific transfer.

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10. PREPARATION OF FORM SN-65F

10.01 Procedures used in the preparation of Form SN-65F, Material Transfer Report Number Log are as follows:

- 1) CHECK CATEGORY - Place a check mark next to the appropriate category to be used for the entire form.
- 2) REPORT NUMBER - Assign a five digit report number. The first two digits represent the year the transfer was initiated. The last three digits are assigned sequentially from a block of numbers assigned to a category as outlined in Paragraph 8.02b.
- 3) DATE - Enter the date the transfer was processed.
- 4) NAME - Enter the name of the person initiating the transfer.
- 5) CREW NUMBER - Enter the crew number of the person initiating the transfer if the transfer is being made for either of the following categories:
 - a) Motor Vehicles
 - b) Tools and Test Sets
- 6) ADDRESS - Enter the work address of the person initiating the transfer.
- 7) ITEM TRANSFERRED - Enter the description of the item to be transferred.
- 8) DISTRICT - Enter the district initiating the transfer.
- 9) PEC - Enter the Processing Entity Code that applies to all transfers on the form.
- 10) TELEPHONE NUMBER - Enter the telephone number of the person initiating the transfer.
- 11) PREPARED BY - Enter the name of the person responsible for maintaining the form.

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EXHIBIT 1

AUTOMOTIVE TRACKING REPORTING ANALYSIS AND CONTROL (ATRAC)
MILEAGE REPORT

PAGE 2 MILEAGE WORKSHEET SORTED BY RESPONSIBILITY CODE CREATED ON 16 MAY 88

AREA MISSOURI FOR THE MONTH OF MAY

INSTRUCTIONS ATTENTION ATTENTION ATTENTION
 ALL MOTOR VEHICLE UPDATES ARE TO BE SENT TO THE AUTOMOTIVE SUPERVISOR IN
 YOUR AREA FIRST. IF THE USER FOREMAN IS DIFFERENT PLEASE INDICATE THE
 CHANGE ON THE MILEAGE SHEET RETURN YOUR MILEAGE SHEET BY MAY 24 TO
 ATRAC RM 1050 100 N TUCKER THANK YOU

VEHICLE ID	STATE LICENSE	PRIOR READNO	CURRENT READNO	PARKING LOCATION	RESP CODE	USER FOREMAN NAME	USER ADDRESS	TELEPHONE
1138223-388	VK0708M	17878		HWYS 87 & 34	548063A00	OLLIE LEMMIE	300 N BROADWAY 9TH	3142472742
2029331-388	VW2146M	24162		600 ST LOUIS	548063A00	OLLIE LEMMIE	300 N BROADWAY 9TH	3142472742
9323003-383	CYH458M	82282		2146 THEMIS	548063A00	OLLIE LEMMIE	300 N BROADWAY 9TH	3142472742
9342009-382	FXH756M	59084		100 N TUCKER	548063A00	OLLIE LEMMIE	300 N BROADWAY 9TH	3142472742

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EXHIBIT 2

MILEAGE REPORT ACTIVITY WHEN TRANSFERRING A VEHICLE

PAGE 233 MILEAGE WORKSHEET SORTED BY RESPONSIBILITY CODE FOR THE MONTH OF MAR 88 CREATED ON 15 MAR 88

PREPARED BY: S. Benefield AREA HOUSTON

DATE: 3-21-88 INSTRUCTIONS 1 POST CURRENT ODOMETER READING IN COLUMN 4

PHONE: 531-8073 INSTRUCTIONS 2 LINE THRU ANY INCORRECT DATA AND ENTER CORRECT DATA

INSTRUCTIONS 3 WRITE IN VEHICLES TRANSFERRED TO YOUR GROUP OR VEHICLE GROUP

INSTRUCTIONS 4 RETURN ORIGINAL AND 1 COPY BY 3-23-88 TO MOVING, 3100 MAIN, ROOM 814, HOUSTON, TEXAS 77002 713737-8003

MAR 22 1988

IN NOV 1987

VEHICLE ID	STATE LICENSE	PRIOR READING	CURRENT READING	PARKING LOCATION	RESP CODE	USER FOREMAN NAME	USER ADDRESS	TELEPHONE
1120423-580 RC5967		48833	51888	8614 TEICHMAN	882158840	RICHARD WHITTINGTON	8614 TEICHMAN RD	4097636919
1326334-586 86510M		29913	30624	8614 TEICHMAN	882158840	RICHARD WHITTINGTON	8614 TEICHMAN RD	4097636919
2037416-587 8748KH		3743	3970	8614 TEICHMAN	882158840	RICHARD WHITTINGTON	8614 TEICHMAN RD	4097636919
2037421-587 8747KH		4132	4480	8614 TEICHMAN	882158840	RICHARD WHITTINGTON	8614 TEICHMAN RD	4097636919
2037433-587 3833LC		3112	3123	8614 TEICHMAN	882158840	RICHARD WHITTINGTON	8614 TEICHMAN RD	4097636919
2218335-578 MW6173		40662	40883	8614 TEICHMAN	882158840	RICHARD WHITTINGTON	8614 TEICHMAN RD	4097636919
4227345-577 LM6047		50331	50811	8614 TEICHMAN	882158840	RICHARD WHITTINGTON	8614 TEICHMAN RD	4097636919
4227348-577 JW6608		61280	61836	8614 TEICHMAN	882158840	RICHARD WHITTINGTON	8614 TEICHMAN RD	4097636919

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EXHIBIT 3

MILEAGE REPORT ACTIVITY WHEN RECEIVING A TRANSFERRED VEHICLE

PAGE 238 MILEAGE WORKSHEET SORTED BY RESPONSIBILITY CODE CREATED ON 15 MAR 88
 AREA HOUSTON FOR THE MONTH OF MAR
 INSTRUCTIONS: 1 POST CURRENT ODOMETER READING IN COLUMN 4
 2 LINE THRU ANY INCORRECT DATA AND ENTER CORRECT DATA
 3 WRITE IN VEHICLES TRANSFERRED TO YOUR GROUP OR VEHICLES NOT ON PRINTOUT
 4 RETURN ORIGINAL AND 1 COPY BY 3-23-88 TO
 MOVIMS, 3100 MAIN, ROOM 614, HOUSTON, TEXAS 77002 (713)521-4000

PREPARED BY: Spencer Field MAR 22 1988
 DATE: 3.21.88
 PHONE: 321-8075

VEHICLE ID	STATE LICENSE	PRIOR READING	CURRENT READING	PARKING LOCATION	USER	RESP CODE	USER FOREMAN NAME	USER ADDRESS	TELEPHONE
1323420-583	VH0575	26424	27111	1102 VAUTHIER	EDWARD JANOSKY	582158870	EDWARD JANOSKY	1102 VAUTHIER	4099356310
1326338-588	979318	18031	18602	1102 VAUTHIER	EDWARD JANOSKY	582158870	EDWARD JANOSKY	1102 VAUTHIER	4099356310
2011372-581	5F8840	53373	54899	1102 VAUTHIER	EDWARD JANOSKY	582158870	EDWARD JANOSKY	1102 VAUTHIER	4099356310
2012420-582	VN1814	36667	37576	1102 VAUTHIER	EDWARD JANOSKY	582158870	EDWARD JANOSKY	1102 VAUTHIER	4099356310
2013416-583	VF8071	35686	35947	1102 VAUTHIER	EDWARD JANOSKY	582158870	EDWARD JANOSKY	1102 VAUTHIER	4099356310
2023469-583	VH8293	51363	52313	1102 VAUTHIER	EDWARD JANOSKY	582158870	EDWARD JANOSKY	1102 VAUTHIER	4099356310
2023608-584	Z08073	31921	32486	1102 VAUTHIER	EDWARD JANOSKY	582158870	EDWARD JANOSKY	1102 VAUTHIER	4099356310
2023624-583	Z08078	19073	19424	1102 VAUTHIER	EDWARD JANOSKY	582158870	EDWARD JANOSKY	1102 VAUTHIER	4099356310
2026403-586	9213FK	27618	27659	1102 VAUTHIER	EDWARD JANOSKY	582158870	EDWARD JANOSKY	1102 VAUTHIER	4099356310
2037438-587	8744KH	7422	8174	1102 VAUTHIER	EDWARD JANOSKY	582158870	EDWARD JANOSKY	1102 VAUTHIER	4099356310
1120423	RC5967	48901	48901	1102 VAUTHIER	582158870	582158870	EDWARD JANOSKY	1102 VAUTHIER	4099356310
1120417	RD9061	42031	42031	1102 VAUTHIER	582158870	582158870	EDWARD JANOSKY	1102 VAUTHIER	4099356310

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