

DISPOSITION OF OBSOLETE AND WORN OUT MAJOR ITEMS
OF SUPPLIES, GENERAL EQUIPMENT, TOOLS AND TEST SETS

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DISPOSITION OF OBSOLETE AND WORN OUT MAJOR ITEMS
OF SUPPLIES, GENERAL EQUIPMENT, TOOLS AND TEST SETS

1. GENERAL

1.01 This section contains procedures for:

- a) Retirement, disposition and reporting of major items of Supplies and General Equipment not stocked at the Materials Distribution Center (MDC), and normally not returned to the MDC.
- b) Reclassification of items altered or converted.
- c) Reporting and retiring items lost, destroyed, stolen and found.

1.02 This practice is being reissued to conform to the current Southwestern Bell Format Standards, and to reflect current procedures used in the disposition of obsolete and worn out major items of supplies, general equipment, tools and test sets.

2. WHEN TO USE FORM S-6312 (FA)

2.01 Form S-6312, Salvage and Retirement Report (Exhibit 1), must be prepared in triplicate, for the following items:

- a) All Major Tools, Office Machines and Major Items of Plant Supplies.

NOTE: Any of these items considered for local disposal should be referred to:

Logistics Services
500 North Broadway, Room 1000
St. Louis, Mo. 63102
Attention: Manager-Specialized Sales,
North

Telephone No. - 314-235-2307

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- b) Any items, including Motor Vehicles and Furniture, which are disposed of locally for value (sold). In these instances, FA Form S-6347, Sale Order, must also be prepared (Exhibit 2). Both forms should cross reference each other. Instructions for preparing Form S-6347 are outlined in Section SW 741-001-901, Sale of Telephone Company Property.

2.02 Form S-6312 must also be prepared in triplicate in the following instances:

- a) When converting an item to a different description, e.g., converting a 40 foot pole to a 35 foot pole. Report both the before and after description of the item on the form.
- b) When reclassifying an item which previously was classified as 'Junk' and has been determined to be 'Good'. This item would be reported only if it is subsequently used.
- c) When reporting a Lost or Found item. This also includes telephone sets lost and/or found in field stocks or on customer premises.

NOTE: When reporting telephone sets lost and/or found, this form is prepared and forwarded to Comptrollers on a quarterly basis.

- d) When reporting motor vehicles withdrawn from service and stored for anticipated reuse after a minimum period of one year has passed. If such items are eventually sold, follow the procedures outlined in Paragraph 2.01(b).
- e) When reporting the reactivation of items referenced in (d) above. These items must be cross-referenced to the Form S-6312 prepared when the items were withdrawn from service.

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3. WHEN TO USE FORM SW-6381a (FA)

- 3.01 Good items of Tools, Test Sets, and General Equipment that have been retired and returned to the Materials Distribution Center must be reported on both a Form SW-6381a, Returned Material Notice (Exhibit 3), and Form S-6312, Salvage and Retirement Report. Items such as test sets and meters must also be returned to the MDC for disposal even though they may not have any salvage value. These items may not be disposed of locally.
- 3.02 Report Disposition Units of Station Apparatus on Form SW-6381a when returning them to the Materials Distribution Center.

4. PREPARATION OF FORM S-6312 (FA)

- 4.01 Procedures used in the preparation of FA Form S-6312 are as follows:
- a) STATE & DIVISION - Enter Section and Division where transaction is originating.
 - b) DISTRICT - Enter District where transaction is originating.
 - c) RESP. CODE-ORIG. - Enter the Responsibility Code of the department originating the transaction. This department will be credited with the transaction if no entry is made in the Responsibility Code-Charged field.
 - d) DATE PREPARED - Enter current date.
 - e) REPORT NO. - Enter the log number assigned the report from the Number Assignment Register.
 - f) DESCRIPTION OF ITEM - Enter a brief description with enough detail to provide positive identification of the item.
 - g) LOCATION CODE - Enter the Location Code of the department originating the transaction.

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- h) ACCOUNT CODE - Enter the Account Code that the transaction is being credited to. If a field-coded account is reported, do not enter a Function Code. (Do not report Account 1220.1 activity in this field.)
- i) QUANTITY - Enter total number of items for each description outlined in the description field.
- j) STOREROOM LOCATION/FUNCTION CODE -
Storeroom Location Code - Enter the storeroom location code where the return was originated. For Motor Vehicles, enter the Division location code where the return was originated.
Function Code - Enter the Function Code if the Account Code entered is not a field-coded account (C,M,R,X).
- k) RESPONSIBILITY CODE-CHARGED - Enter the Responsibility Code of the department to be credited with the transaction in instances when it is not the same as the Responsibility Code-Originating. Otherwise, no entry is required in this field.
- l) ESTIMATE OR ORDER NUMBER -
New or Unused Items - Enter the Estimate or Order Number for which items were ordered.
Recovered Items - Enter the Estimate or Order Number of the job involved.
- m) COND - This field refers to the condition of items in Account 1220.1 only.
Enter 'N' if item is NEW (unused).
Enter 'G' if item has previously been reported as GOOD.
- n) REASON FOR REPORT - State briefly the reason for reporting this item. Provide only one reason on each report.

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- 4.02 The remaining fields are prepared by the Comptrollers Department utilizing procedures outlined in the Disbursement Accounting Practice (DAP) Part F, Section 5.1, Salvage Adjustment and Retirement Report.

- 4.03 The Approval of Form S-6312 is governed by the Schedule of Authorizations based on 'Book' cost. This approval is required prior to forwarding to the Comptrollers Department for processing.

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5. RESPONSIBILITIES FOR TREATMENT OF FA FORM S-63125.01 Field Personnel Responsibilities

- a) Prepare Form S-6312 (in triplicate) by posting required information outlined in paragraph 4.01.
- b) Mark each form 'Posted' upon completion.
- c) Initial each form.
- d) Forward the original and second copy to the District Level Manager in your section/state.
- e) Retain the third copy of the form for your files.

NOTE: Blocks of numbers will be assigned by the District Level Manager in each section/state to the various groups for use when preparing FA Form S-6312.

Each of these groups will be responsible for maintaining a Number Assignment Register, Form S-6543 (Exhibit 4).

5.02 District Level Manager Responsibilities (in each section/state)

- a) Review Form S-6312 received from field personnel for accuracy.
- b) Post any additional information or changes as required.
- c) Forward original form received to the Comptrollers Disbursement Office.
- d) Retain the duplicate copy received for your files.

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5.03 Comptrollers Responsibilities

- a) Review Form S-6312 received from the District Level Manager in each section/state.
- b) If the authorization shown on the form (Approval) is sufficient, determine a 'Book' cost at this time. If the authorization shown is insufficient, return the form to the field for proper authorization.

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6. ANNUAL INVENTORY6.01 Field Personnel Responsibilities

- a) It is the responsibility of field personnel to supply the District Level Manager for your section/state with the last FA Form S-6312 report number assigned on the Number Assignment Register maintained by your group at the close of business on the last day of the month in which the inventory is to be taken.

NOTE: For Annual Inventory purposes, only positive reporting of FA Form S-6312 is required.

6.02 District Level Manager Responsibilities (in each section/state)

- a) When preparing for the Annual Inventory, it is the responsibility of the District Level Manager in each section/state to review the Form S-6312 files to make certain that all forms reported issued by the field have not only been received in their office, but have also been forwarded to the Comptrollers Disbursement Office.
- b) Review the Form S-6312 files containing all forms forwarded to your office and compare the last number of the forms in your files with the last number assigned according to the field personnel.
- 1) If these numbers are the same, verify that all forms have been forwarded to the Comptrollers Disbursement Office for processing.
 - 2) If these numbers are not the same, see to it that they are forwarded at this time.

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EXHIBIT 4

FORM S-6543, NUMBER ASSIGNMENT REGISTER

 Southwestern Bell		NUMBER ASSIGNMENT REGISTER			FORM S-6543 REV. 5-79	
FOR NUMBERING FORMS: _____						
ASSIGNED TO _____				SERIES _____		
NUMBER	EXPLANATION	DATE	NUMBER	EXPLANATION	DATE	
00			50			
01			51			
02			52			
03			53			
04			54			
05			55			
06			56			
07			57			
08			58			
09			59			
10			60			
11			61			
12			62			
13			63			
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