

Property Control Codes

Revised 07/2015

Below are the property control codes used for inventory. They include the following: Availability, Condition, How Tagged, Purpose, & Restriction codes. The Departmental Property Contact 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 on an AG-322 Equipment Loan Form
MS	Missing – Unable to Locate	Send AG-308 form to AgriLife Property Office
RE	Restricted – Single Purpose	
SH	Shareable – Upon Request	Available for loan
ST	Stolen	Send AG-308 form to AgriLife Property Office 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,
MH	Missing – Hold for Deletion	Submit AG-308 form to AgriLife Property Office
MI	Missing – Not Deleted from Inventory	Item missing but not deleted from inventory accountability; submit AG-308 form to AgriLife Property Office
MN	Missing – Negligence	Submit AG-308 form to AgriLife Property Office
MS	Missing – Request Now	Assigned by AgriLife Inventory & Property Control Coordinator
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 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	Submit AG-308 form to AgriLife Property Office
ST	Stolen – Request now	AgriLife Inventory and Property Control Coordinator will assign per State Property Accounting System
UC	Under Construction	Use until fabrication is completed

How Tagged

Code	Description
BC	Bar Code
DC	Decal
ET	Etched
MT	Metal Tag
NT	No Tag
ST	Stamped
WR	Written
BLANK	Undetermined

Purpose Codes

Code	Description
AD	Administrative
AG	Agricultural Services Building
AX	Auxiliary Enterprises
FR	Residence, Family – Apartments
GN	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