

**Subcontractor Property Survey**

THE UNIVERSITY OF ARIZONA

Subcontract Number	Fiscal Year
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**Subcontractor Data**

Subcontractor Name	Date	
Address	Number of Employees	
City, State	ZIP	Telephone Number

**Survey Completed By**

Name of Person Completing Survey	Title	Email
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Please answer each question by checking Yes, No, or N/A. Include any references to remarks in the comments section.

Property Management	Yes	No	N/A
1. Does your organization have written procedures for the control, protection, and maintenance of contractor and/or Government property?			
a. If yes, please provide the last revision date:			
2. Does your organization have an established system to address property control?			
3. Does your organization have contracts directly with the Federal Government?			
a. If yes, does your organization have property in direct support of those contracts?			
b. If yes, please provide your latest Government letter approving your property control system.			
4. Does your organization adhere to contract requirements for reporting loss, damage or destruction of Contractor and/or Government property in the subcontractor's custody?			
Acquisition	Yes	No	N/A
5. Are items of property acquired, including transfers, in accordance with contract terms and conditions?			
Receiving	Yes	No	N/A
6. Does your organization maintain a file of documents evidencing receipt and issuance of property?			
7. Do you have a system for reporting discrepancies incident to receipt (i.e. transit related, shortages, overages, damages) of property?			
Identification	Yes	No	N/A
8. Are items, which have been furnished, fabricated or acquired, clearly identified in accordance with contract instructions?			
Storage and Movement	Yes	No	N/A
9. Is storage adequate to provide for the protection of the property?			
10. Is adequate protection provided during movement, such as packaging, covering, skidding, proper handling equipment, procedures, techniques, and safety precautions? (i.e. between labs/buildings)			
11. Does your organization have a locator system or technique used to locate property within a reasonable amount of time?			

<b>Utilization/Consumption</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
12. Is property used/consumed only as authorized by the subcontract?			
a. If no, is written authorization on file? (Please provide a copy of authorization)			
<b>Maintenance/Calibration</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
13. Does your organization have an adequate preventative maintenance program?			
14. Does your organization maintain adequate calibration records?			
<b>Records</b>			
15. Does your organization maintain records to include, at minimum, the following:	<b>Yes</b>	<b>No</b>	<b>N/A</b>
a. Property identification number			
b. Description			
c. Accountable contract (or equivalent code) and/or Purchase Order			
d. Location			
e. Cost of each item of property (including GFM and material) on-hand			
f. Origination date and/or date of last transaction with supporting documentation			
g. Ownership			
h. Disposition			
16. Do records of special tooling include the part number on which used?			
17. Are general-purpose components of special test equipment/plant equipment identified as part of a top assembly?			
<b>Physical Inventory</b>			
18. How often does your organization perform periodic inventories?			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
19. Are inventory results reported in accordance with the terms and conditions of the subcontract?			
20. Are you requiring your sub-tier contractors to perform physical inventories?			
21. Does your organization have Contractor/Government owned sensitive property (arms, ammunition, explosives) in your custody?			
a. If yes, is sensitive property physically inventoried as frequently as necessary, but in no case less than annually, to obtain continuous control and agreement between physical inventories and record balances?			

Subcontractor Control	Yes	No	N/A
22. Does your organization have residual property from any University of Arizona subcontract which has not been reported as excess?			
a. If yes, please provide a list of excess property with Property Survey.			
<b>Comments (Please reference section number)</b>			
<b>Subcontractor Certification</b>			
As a representative authorized to sign for the organization, I hereby certify that the information provided above is true and accurate to the best of my knowledge and belief.			
Signature	Date		

\*Please send completed form to Jennifer Brown at brownjj@email.arizona.edu