



Officer at the Headquarters and the Directors of Administrative Services/Administrative and Management Services Division in the Regional Offices.

- E. Current inventories shall be maintained by the Contractor and/or Grantee to be reviewed by the GTR and the Contracting Officer upon request.

- 4. Filing Instructions: This Handbook supersedes earlier editions of the same number.

Remove:  
Handbook 2235.7 REV-1  
dated 12/31/84 and  
Change 1 dated 9/30/85

Insert:  
Handbook 2235.7 REV-2  
dated July 29, 1991

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U.S. Department of Housing and Urban Development  
ADMINISTRATION

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Special Attention of:            Transmittal Handbook No.: 2235.7 REV-2 CHG-1  
See below                            Issued: June 2, 1992

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- 1. This Transmits handbook 2235.7 REV-2 CHG-1, Personal Property Management.
- 2. Significant Changes:
  - A. Establishes a new accountability level of \$500 for personal property.
  - B. Furniture: Accountability in the Furniture and Equipment Management Information System (FEMIS) is discontinued for desks and other furniture items with an acquisition cost of less than \$500. Items which are in excess of this level are accountable and will be included in the FEMIS.
  - C. Telephones: Accountability in the Furniture and Equipment Management Information System (FEMIS) is discontinued.
  - D. Sensitive Items: FEMIS accountability will continue for all Government property that is sensitive, susceptible to loss, theft and or damage due to the ease of portability.
- 3. EXPLANATION OF MATERIAL.

This change implements a revision to the basic instructions used in the management of personal property being furnished by the Government, or procured with Government funds. This change also eliminates inventory requirements for furniture items with acquisition cost of less than \$500, and telephone accountability.

4. FILING INSTRUCTIONS:

Remove:

Pages 3-5, 3-6, 4-1,  
and 4-2, and Appendix 1,  
dated 7/91

Insert:

Pages 3-5, 3-6, 4-1,  
and 4-2, and Appendix 1,  
dated 6/2/92

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W-3-1,R-1,R-3-2,R-6-2,R-7-2,R-8,R-9

All Administrative Officers

Administrative and Management Services Divisions, and  
Administrative staffs

Handbook

2235.7 REV 2

U.S. Department of Housing and Urban Development  
Office of Administration

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Department  
Staff

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July 29, 1991

Personal Property  
Management

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W-3-1, R-1, R-3-2, R-6-2, R-7, R-7-2, R-8, R-9

W-3-1 Directives Management Officers--Headquarters and Regions,  
library, ACIR (Advisory Commission on Intergovernmental  
Relations)

R-1 Regional Administrators, Deputy Regional Administrators

R-3-2 Directors, Administrative Services Divisions and  
Administrative and Management Services Divisions, and  
Administrative staffs

R-6-2 Category A offices - Division Directors

R-7 Category B offices - Office Managers and Deputy Office  
Managers

R-7-2 Category B offices - Division Directors

R-8 Category C offices - Office Managers and Deputy Office  
Managers

R-9 Directors and Deputy Directors, Offices of Indian Programs