

Revisions to the Property Procedures Manual
February 2016

Page 20: Forms

--Added form *Annual Property Self-Assessment/Review Worksheet* and definition.

Page 21: Forms: Loss, Damage, Destruction or Theft

-Corrected nomenclature error in paragraph 3
(previously "*FAR Subpart 52.245.1*" revised "*FAR 52.245-1*")

Page 24: Physical Inventory

-Updated section 4.1 Annual Physical Inventories to correctly reflect current inventory process.
-Added sub-section 4.2 on *Property Self-Assessment*

Page 26: Reports

- Corrected nomenclature error in paragraph 6
(previously "*NASA Form NL 1018*" revised "*NASA Form NF 1018*")

Page 39: Contract Closeout and Disposal: 10.2 Disposal: Auctioneer Services

-Corrected statutory reference in paragraph 1
(previously "*NMAC 2.2.2.10.V.(2)*" revised "*NMSA 13-6-1 and NMSA 13-6-2*")
-Addition of "and New Mexico Higher Education Department" to paragraph 1, sentence 2.