



United States Agency for International Development
West Bank and Gaza Mission

February 28, 2002

REF: 2002-WBG-004a

TO: See attached list of Contractors

SUBJECT: Government Non-Expendable Property Management (NXP)

REF: AIDAR 752.245-70 and FAR § 52.245-1 through 5

Dear Chief of Party:

The purpose of this letter is to provide all contractors with another reminder of your duties and responsibilities regarding the submittal of your Property Inventory Verifications and the "Annual Report of Government Property in Contractor's Custody" to the Office of the Controller and your Cognizant Technical Officer.

This report is required **once a year** and our records reflect that the majority of our partners are behind in this requirement.

The applicable language of the clause is as follows:

"The term "Government furnished property" wherever it may appear in the following clause, shall mean (1) non-expendable personal property owned by or leased to the U.S. Government and furnished to the contractor and (2) personal property furnished either prior to or during the performance of this contract by any U.S. Government accountable officer to the contractor for use in connection with performance of this contract and identified by such officer as accountable.

The term "government property", wherever it may appear in the following clause, shall mean government-furnished property and non-expendable personal property title to which vests in the U.S. Government under this contract.

Non-expendable property, for purposes of this contract, is defined as property which is complete in itself, does not lose its identity or become a component part of another article when put into use; is

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durable, with an expected service life of two years or more; and which has a unit cost of more than \$500.

Reporting Requirements: The contractor will submit an annual report on all non-expendable property in a form and manner acceptable to USAID substantially as follows:

PROPERTY INVENTORY VERIFICATIONS

I attest that (1) physical inventories of Government property are taken not less frequently than annually; (2) the accountability records maintained for Government property in our possession are in agreement with such inventories; and (3) the total of the detailed accountability records maintained agrees with the property value shown opposite line C above, and the estimated average age of each category of property is as cited opposite line D above.

Authorized Signature. _____

ANNUAL REPORT OF GOVERNMENT PROPERTY
IN CONTRACTOR'S CUSTODY
(Name of Contractor)
As of (End of Contract Year), 200x

Motor Vehicles	Furniture and furnishings-- Office/Living Quarters	Other non-expendable Property
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A. Value of property as of last report.

B. Transactions during this reporting period.

1. Acquisitions (add):

- a. Purchased by contractor 1/
- b. Transferred from USAID 2/
- c. Transferred from others- Without reimbursement 3/

2. Disposals (deduct):

- a. Returned to USAID
- b. Transferred to USAID-Contractor Purchased
- c. Transferred to other Government agencies 3/

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d. Other disposals 3/

C. Value of property as of reporting date.

D. Estimated average age of contractor held property

Years Years Years

1/ Property which is complete in itself, does not lose its identity or become a component part of another article when put into use; is durable, with an expected service life of two years or more; and which has a unit cost of more than \$500.

2/ Government furnished property listed in this Contract as non-expendable.

3/ Explain if transactions were not processed through or otherwise authorized by USAID

Please provide the requisite information to the appropriate parties at USAID/West Bank & Gaza no later than March 15, 2002. Thank you for your prompt attention to these and all matters.

Sincerely,

Signature on File _____
Erin Elizabeth McKee
Contracting Officer

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