

**PROPERTY – TANGIBLE – (PROPERTY OFF. REPORTS)**

(was #529-1) (APPROVED BY FALL CONFERENCE, REVISION "2", DATE 11/6/2004)

The physical property of the district shall be maintained by, issued by, and/or stored by the District Property Officer. If there is no Property Officer, the District Treasurer shall accept this responsibility.

General - To maintain a current listing of the district property showing the location, the date procured, the condition and any other pertinent information relative thereto. The Property Officer shall have physical custody, in most cases, of all the district's property under the cognizance of the District Treasurer.

Responsibilities:

1. Items to be inventoried include, but not limited to: films, projectors, slides, flags teaching aides (not handled by the DEO or ADEO), awards, etc., etc..  
Squadrons take home the trophies they have won and expected to bring them back to conferences for display or awarding..
2. To report to the District Councils and Conferences on the condition, location, and any changes of the assets as requested.
3. Provide a copy of the inventory listing to the District Treasurer at the Spring Conference each year, and turn over to his successor all files, records, reports, communications and documents of the district.

Property Additions, Changes, and Obsolescence

1. The Treasurer shall advise the Secretary of any addition, change, or deletion in the district property listing.
2. The district council must approve all obsolescence of district property and shall also approve of the disposition of same.

NOTE: ATTACH THE PROPERTY OFFICERS ANNUAL REPORT OF TANGIBLE PROPERTY OWNED BY DISTRICT 31. MUST BE A CURRENT REPORT TO REPLACE THE PRESENT INVENTORY SHEETS.

**PROPERTY – TANGIBLE – PROPERTY OFFICERS REPORTS**

(was # 529-1) (Approved by the Fall Conference Revision # 2, Date 11/06/2004)

**(THE PLANNING COMMITTEE COULD FIND NO PROPERTY OFFICERS REPORT)**  
**DO YOU HAVE A COPY OR KNOW WHERE ONE COULD BE FOUND**

Flags used for display at council and conference meetings:

- 1 - D/C flag
- 6 - D/Lt/C flag

1 - large (4 ft X 8 ft) USPS banner with burgees attached for each respective squadron in the district for appropriate display at each district conference.

(It is recommended that the next "host squadron" take this banner with them after the the conference ends. This eliminates freight in shipping the banner from squadron to squadron.) (blue felt with active squadon burgees attached)

50 - D31 Policy and Procedure Manuals (Secretary has list for distribution and spare copies)

7 – D31 Awards Committee Manuals (Awards Chm. has distribution list – each squadron)

1 - 2 ft x 6 ft white vinyl banner – with blue letters "WELCOME USPS DISTRICT 31"

1 - TapeRecorder for use by the district secretary at all D31 meetings for ease in having to take the minutes in detail. The secretary will use the tapes to produce the written minutes for distribution. The recorder operates on battery or on 120 volt. & is very sensitive Made by PANASONIC Model # RQ-2104 (Kept by the secretary)

1 - USA Ensign and stand (???????) (LOST)

1 – USPS Ensign and stand (?????) (LOST)

1 – lot of Award trophies, etc. and accounted for by the D31 AwardsCommittee  
(See P & P Manual for a list of the awards)

1 – Lot of education manuals, c/ds, videos, etc & accounted for by the Educational Officer.

1 - Lot of software, instructions, etc. used by the Information Technology Department.  
( This property of D31 will be shown on the P & P Manual Information Technology page and will be kept, and accounted for, by the Web Master.)

1 - Wood gavel – kept by the District Commander

(was #529-1) Approved by Fall Conference Rev. “2” Dated 11/06/2004

**Page 3 of 3**

The Secretary has the following:

- 1 – lot of D31 letterheads and envelopes
- 3 - boxes of historical papers
- 1 – lot of tapes of past council and conference meetings
- 1 – lot of notebooks full of council and conference minutes
- 1 – tape of “USPS National Liaison Committee Flag Ceremony”
- 1 – disc of USPS Operations Manual”
- 9 – albums of D31 history including the first ones. (Jack Owens of Tulsa has these now)
- 2– picture albums (large) from the Pine Bluff Squadron
- 2 - Large plastic boxes used for mail receptacles for the district bridge committees.  
(Kept by the district commander or secretary)

**PLEASE HELP US FIND THE REST OF OUR PROPERTY  
AND PLEASE REPORT ANY FINDINGS OF PROPERTY  
AND/OR ANY PROPERTY LISTS FROM THE PAST.**

**PLEASE SEND TO THE PLANNING COMMITTEE**