



Natural Resources Conservation Service  
6200 Jefferson NE, Room 305  
Albuquerque, New Mexico 87109  
Phone: (505) 761-4400 Fax: (505) 761-4463  
Web site: [www.nm.nrcs.usda.gov](http://www.nm.nrcs.usda.gov)

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January 25, 2010

NEW MEXICO BULLETIN NO. 120-10-2

SUBJECT: ADS – Personal Property Physical Inventory

TO: All Employees

**ACTION REQUIRED BY: FEBRUARY 5, 2010**

Purpose. To advise all employees of the Personal Property Physical Inventory requirement.

Expiration Date. September 30, 2010

NB 120-9-12 and the Agriculture Property Management Regulations (AGPMR), Section 104-51.106, require that agencies conduct physical inventories of accountable personal property every two years. Accountable personal property is Government property with an acquisition cost of \$5,000.00 or more.

**Reporting Requirements:** State Accountable Property Officers (APO) are required to update inventoried property for their jurisdiction ensuring the following actions:

- Utilizing the attached property reports, notate next to each line the current status of the item (i.e. on-hand, transferred, disposed, etc). Please update or correct property information (model, serial number, physical location, etc.).
- Complete forms AD-107 or AD-112 for all transferred and/or disposed items.
- Upon completion of the inventory, return the signed certification, notated property report, and applicable AD-107s/AD-112s to Bridget M. Biernat, Contract Specialist, at the State Office.

If you have any questions, please contact Rosabeth R. Garcia-Sais, State Administrative Officer, at 505-761-4411.

A handwritten signature in black ink, appearing to read "Dennis L. Alexander".

DENNIS L. ALEXANDER  
State Conservationist

Attachments:

- a) NM1635 Accountable Property Inventory (B. Biernat)
- b) NM1635EAC Accountable Property Inventory (K. Walker)
- c) NM1635NWAC Accountable Property Inventory (M. Podoll)
- d) NM1635RIA Accountable Property Inventory (K. Scheffe)
- e) NM1635SAC Accountable Property Inventory (H. Fuchs)
- f) NM1635SCE Accountable Property Inventory (R. Ford)
- g) NM1635TS Accountable Property Inventory (G. Chavez)