



INTEROFFICE MEMORANDUM

To: All staff and scientists

Date: 2009-12-02

From: E. Jost
Admin. & Security Officer

Subject: New Inventory Control Rules

This is to inform you that new stricter inventory rules have been recently approved and supersede previous ones. They are in line with those of UNESCO and in compliance with IPSAS requirements. They may be viewed in the "Procurement Office" page on the ICTP portal .

These new rules enforce the responsibility of the staff to properly maintain and report to Inventory Control about property/assets assigned to them. In particular, it is very important to inform the Inventory office (S.Medica/P.Agebedjro e-mail inventory@ictp.it) through the form "Property Disposal Form", that may be downloaded from page <http://portal.ictp.it/procurement-office>, when inventoried item(s) become obsolete, not functioning, are not usable and/or are being replaced with new equipment. This is necessary in order to keep an updated inventory report and will become essential with IPSAS rules, as the value of the ICTP Assets will appear in all ICTP Financial Statements. This value will be depreciated year by year as per established criteria.

The new disposal of property rules require that items with a residual value and in good operating conditions should be sold, whenever practical. For this purpose, it has been decided to create a new internal web page, available only to staff, consultants and scientists, where such items on sale will be publicized. Sale procedures will be determined and explained case by case, as well as conditions of equipment and a deadline for receipt of offers. If interested, please check regularly page "ICTP property on sale" in the same web pages, that will be continuously updated and revised.

Thank you for your kind attention to this matter and collaboration with the Inventory Control Office.