PROPERTY MANAGEMENT INFORMATION SYSTEM
PERSONAL PROPERTY SYSTEM
PROP302, PERSONAL PROPERTY PHYSICAL
INVENTORY REPORT (By AO)

DATE 04/12/90 UNITED STATES DEPARTMENT OF AGRICULTURE PAGE 1
PROP302 PERSONAL PROPERTY PHYSICAL INVENTORY REPORT

RONALD ALLELY A.O. NO. AK-07-29-7080-04-AB PHONE FTS-279-4411
USDA-FHA. ADM SUPPORT DIV STAFF LAST DATE INVENTORIED --------
1520 MARKET STREET ROOM 2132
ST LOUIS MO 63103

NFC RECORD I D NUMBER	NATIONAL STOCK NUMBER	DOC TYPE	SERIAL NUMBER	ACQUISITION COST	ACQUISITION DATE	DOCUMENT NUMBER	LINE ITEM	BASIC NFCID
A60002046243	5895	838	P211876	.00	09/30/86	4064KI64914	0001	
DESCRIPTION ELECTRONIC KEY SYSTEM			MFG ID AT&T			MODEL NO MERLIN		FUND TYPE - A
A60002498433	7025	838	2830362778	2,877.65	10/02/89	4064KI96165	0001	
DESCRIPTION PRINTER, LASER, JET II D			MFG ID HEWLETT PACKARD			MODEL NO 33447A		FUND TYPE - A
A60002303314	7025	838	421277	3,120.00	09/21/88	4064KI84617	0001	
DESCRIPTION LASER PRINTER W/COPIER			MFG ID XEROX			MODEL NO 50		FUND TYPE - A
A60002498422	7050	838		399.00	08/30/89	4064KI96126	0001	
DESCRIPTION VIDEO SEVEN V-RAM			MFG ID MICRO MARKETING INTERNATIONAL			MODEL NO VSVRAM		FUND TYPE - A
0700803002	7110	838		594.00	03/08/84	4064KI44367	0001	
DESCRIPTION CHAIR REV W ARMS PNEUMATIC CONTROL			MFG ID COLOR ART			MODEL NO MOD 451-177 A		FUND TYPE - A
0700628282	7110	CONV	P0000153767	1,343.06	01/01/76	CONV		
DESCRIPTION WORK STATION			MFG ID 001			MODEL NO 001		FUND TYPE - A
0700859487	7430	FND	6090592	610.00	01/01/78	4064KI44804	0001	
DESCRIPTION IBM TYPEWRITER			MFG ID IBM			MODEL NO		FUND TYPE - A
0700628300	7430	CONV	5175356	693.00	01/01/80	CONV		
DESCRIPTION IBM TYPEWRITER			MFG ID IBM			MODEL NO 306		FUND TYPE - A

A. O. TOTAL NUMBER OF ITEMS 8 ACQ COST 9,636.71

CHANGING THE COMBINATION

Select a three number combination; for example, 57-42. DO NOT select a number between 0 and 20 for the last number.

Figure 2

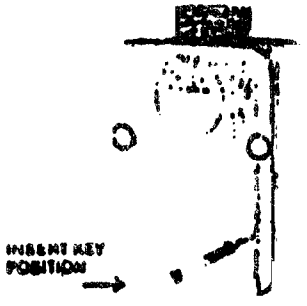

Figure 3

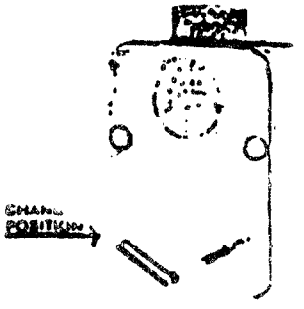

Figure 4

Before starting the change procedure, the door or drawer must be open allowing access to the back of the combination lock. *On some products, a panel must be removed to access the back of the lock.*

CAUTION: DO NOT CLOSE THE DOOR OR DRAWER UNTIL THE COMBINATION HAS BEEN CHANGED (STEP G) AND OPERATED SEVERAL TIMES USING THE NEW COMBINATION.

In steps A thru F, align all numbers to the CHANGE INDEX (Fig. 1).

A. If the combination is 50, the factory setting, turn the dial LEFT, stopping when 50 is aligned with the CHANGE index, the FOURTH time then proceed to step B.

   If the lock is set on a three number combination, dial the current combination by performing steps D, E, and F below. When step F is completed, proceed to step B.

B. Insert the CHANGE KEY (Fig. 2) into the CHANGE KEY HOLE (Fig. 3) in the lock.

C. Turn the CHANGE KEY ¼ turn CLOCKWISE (Fig. 4) and leave it in that position. Return to the dial to enter your new combination; for example, 28-57-42.

D. Turn dial LEFT, stopping when 28 is aligned with the CHANGE index, the FOURTH time.

E. Turn dial RIGHT, stopping when 57 is aligned with the CHANGE index, the THIRD time.

F. Turn dial LEFT, stopping when 42 is aligned with the CHANGE index, the SECOND time.

   If any number was turned past the index, or the opening index was used instead of the change index, repeat steps D, E, and F before proceeding to step G.

G. Rotate the CHANGE KEY ¼ TURN COUNTER CLOCKWISE and remove it from the lock. The new combination you have chosen is now set in the lock.

CAUTION

BEFORE CLOSING THE UNIT, try the new combination several times using the operating instruction.

12-1567