

BIENNIAL INVENTORIES OF DISPOSITION UNITS OF STATION APPARATUS

1. GENERAL

1.01 This section provides the procedures to be followed in making the biennial inventories of disposition units of station apparatus.

1.02 The following forms are to be used in the inventories:

(a) Form S-6720 Sheets A and B, Biennial Inventory of Disposition Units of Station Apparatus - Teletypewriters, Account Code 118C.

(b) Form S-6721, Biennial Inventory of Disposition Units of Station Apparatus - Radio, Account Code 138C.

(c) Form SW-6723, Biennial Inventory of Disposition Units of Station Apparatus - Telephone and Miscellaneous Account Code 128C (except telephone sets).

1.03 Telephone sets and key items of teletypewriters and radio will also be inventoried on SW-6722 as covered in 742-011-901SW. The number of key items of teletypewriters and radios inventoried on Form SW-6722 must equal the number reported on Forms SW-6720A and B, and S-6721, respectively.

1.04 On or about July 1st of each year, General Accounting and General Plant will revise the inventory forms to be used that year.

1.05 The inventory form will be printed on a one time basis and will not be stocked at Western. Requirements will be obtained in advance and shipment will be made direct to each Division.

1.06 Inventories are the joint responsibility of Plant and Accounting Departments.

In view of the importance of accuracy in the Property Records, appropriate Plant Personnel should collaborate closely with Accounting and vice versa in the preparation of schedules, cutoff dates, and other necessary steps of a local nature in connection with these inventories.

2. DEFINITIONS

2.01 STATION APPARATUS - The term as used herein applies to any or all items of telephone plant supplies which are chargeable to Account 231, Station Apparatus, and field Accounts 118C, 128C and 138C. The term includes teletypewriter equipment, telephone equipment, data sets, Small P.B.X.'s, booths, radiotelephone, video and radio transmission equipment, but it does not include station connection material. It refers to all such equipment whether the individual items are in storerooms, on the customer's or the company's premises, on loan used for demonstration or display purposes, etc.

2.02 DISPOSITION UNITS - Disposition units are listed in Section V27.401.1 separately by Account Codes 118C, 128C and 138C.

2.03 FIELD STOCKS - The term identifies all Station Apparatus in the custody of the Telephone Company and located in storerooms, teletypewriter shops, radio shops, supplies lockers, on vehicles, at job locations or at other storage points. Items associated with incomplete service orders are considered as field stocks, even though installed. "Incomplete Service Orders" are those that have NOT been "OK'ed" to the Service Order Com-

pletion Centers and which will remain in the Installers possession until after the inventory is made. Likewise, Service Orders completed on or prior to the inventory date but not forwarded to Revenue Accounting in the inventory month are also considered as field stock.

2.04 LOANED APPARATUS - The term is used to identify Disposition Units of station apparatus which are on loan to various departments of the Company and to other businesses for display and demonstration purposes. It includes station apparatus used in training schools or for similar purposes. A record is maintained on SW-6158, Disposition Units Of Station Apparatus Loaned, to show the quantities of equipment on loan and either the location of each item or the individual responsible for, and knowing the location of, each item. These disposition units that are on loan are to be inventoried biennially on September 30th on the appropriate Form S-6720A-B, S-6721 or SW-6723.

2.05 PREINSTALLED APPARATUS - The term is used to identify Disposition Units of station apparatus which have been installed on customer's premises but which will not be placed in service until outside plant or central office equipment is ready for service. The record of these items will be maintained at the test center. The intent of the "Preinstalled" category is to provide for accumulating and holding completed service orders in the appropriate test center where large quantities of station apparatus have been installed pending release of facilities to put the equipment to work. This category does not include equipment involved on service orders awaiting corrected copies, etc. Under normal operations there should be very few if any, disposition units of Station Apparatus reported as Preinstalls. However, if there are, Form S-6720A-B, S-6721 and/or SW-6723 shall be used as appropriate.

2.06 CODE OR TYPE NUMBER - A Code Number is usually a combination of numbers and letters used to identify a specific item of station apparatus and to indicate certain features which distinguish one item from another. On write-in items, be sure to show complete ordering description, type and code number.

2.07 DATA SETS AND DATA AUXILIARY SETS - DISPOSITION UNITS - Data Sets and Data Auxiliary Sets that are disposition units of Teletypewriter, Station Apparatus, Account 118C and Telephone and Miscellaneous Station Apparatus, Account 128C, are listed in the Appendices to this practice. These are to be inventories on the appropriate S-6720A-B or SW-6723. Appendix 1 will also list those data sets that are in the Large PBX Account (234-58C). These data sets are NOT to be inventoried.

2.08 DATA SETS AND DATA AUXILIARY SETS - TELEPHONE SETS - Data Sets and Data Auxiliary Sets that are considered to be telephone sets are listed in the Appendix to 742-011-901SW, and will be inventoried on SW-6722.

2.09 AREA NUMBER - Show the Area Number applicable to the location where the inventory is taken. (See Section V27.603.1)

### 3. DATE OF INVENTORIES AND ITEMS TO BE INVENTORIED

3.01 Biennial inventories of all disposition units are taken on September 30th as follows:

- (a) Even Numbered Years  
Teletypewriter - Use Forms S-6720A-B  
Radio - Use Form S-6721
- (b) Odd Numbered Years  
Station and Small PBX - Use Form SW-6723

See Section V27.401.1 for the list of disposition units.