



DEPARTMENT OF THE NAVY
OFFICE OF NAVAL RESEARCH
SAN DIEGO REGIONAL OFFICE
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SAN DIEGO CA 92121-3019

IN REPLY REFER TO

ONR
246:lrw
8 September 2005

Suzanne Frits
Property Administrator
Oklahoma State University
306 Whitehurst Hall
Stillwater, OK. 74078-1031

Dear Ms. Frits,

The Office of Naval Research, San Diego Regional Office has performed a limited Property Control System Analysis (PCSA) of the Oklahoma State University property control system. The PCSA, conducted on 09/01/2005 was performed within the guidance of Department of Defense Manual for the Performance of Contract Property Administration (DoD Instruction 4161.2-M, dated December 1991) and guidance provided by the Engineering and Systems Review Branch, Office of Naval Research.

The objective of the PCSA was to ascertain the ability of Oklahoma State University's property control system to protect, preserve, account for and control Government-owned property in their custody. The PCSA included various tests and analyses of the institution's internal management controls for property management, inventory procedures, reports, disposition activities and other areas as deemed necessary to perform the PCSA.

According to ONR records, the total value of ONR administered property at the Oklahoma State University as of 09/01/2005 is \$ 88,704.00. The property is distributed as follows:

DOD	NASA	NIH
\$ 0.00	\$ 88,704.00	\$ 0.00

An OMB A-133 audit was recently conducted which addressed the institution's overall property control system. The audit did not identify any findings related to the control of government titled property.

The Oklahoma State University Property Policies and Procedures have been reviewed for completeness and have been found to be acceptable.

The Oklahoma State University recently performed a physical inventory. The inventory was performed in accordance with their approved policies and procedures. There were no deficiencies identified during the physical inventory.

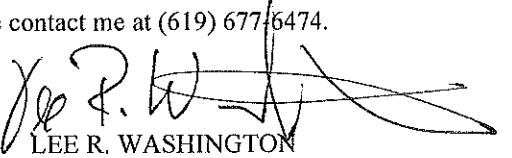
For the last property reporting period the Oklahoma State University submitted all Annual Property Reports in a timely manner. The Annual Reports that were submitted for this period contained accurate information.

The Oklahoma State University has routinely requested disposition instructions within a reasonable timeframe after the property is no longer needed for its assigned project.

During the previous year, Oklahoma State University submitted their required final property reports in a timely manner.

Based upon the results of this PCSA and in the judgment of the Property Administrator, the property control system at the Oklahoma State University is rated satisfactory to protect, preserve, account for and control Government owned property.

Thank you for your assistance in this matter. If you have any questions, please contact me at (619) 677-6474.



LEE R. WASHINGTON
Property Administrator

cc: H. Mehler (ONR 241)