

SAM – TRUST AND AGENCY FUNDS (Non-Treasury)

DEPOSITORS' SUNDRY PERSONAL PROPERTY

19424

(Renumbered and Revised 2/1965)

Sundry personal property is personal property other than cash or securities.

Agencies will issue press-numbered property receipts for sundry personal property received from private individuals. No values will be assigned to sundry personal property.

Agencies will obtain receipts discharging themselves from accountability whenever they release sundry personal property. If the property is released to other than the owner, the circumstances or authority for the release will be indicated on the discharge of accountability receipt.

Sundry personal property will be described on the individual's property card, which is a monetary record of the property held by the agency for the individual.

Sundry personal property may vary greatly in value and size. Sundry personal property will be kept in safekeeping in a manner that will be meet the established rule of law that while a State officer in possession of property lawfully received is not an insurer of its safety, he is required to exercise reasonable and ordinary care and diligence to keep and preserve the property so that it may be restored to the person entitled to it or disposed of in the manner directed by law.