Subcontractors

Physical Inventory of Government Property

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Supplier:** |  | | | **Vendor No.** | |  |
| **Supplier Representative:** | |  | | | **Phone No.** |  |
| **NNS Supply Chain Procurement Representative** | | |  | | | |

1. Is there any Newport News Shipbuilding (NNS) Government property in the possession of your company, including scrap?

# Yes No

If yes, please provide an inventory report using the attached sample or you may submit your own report in similar format.  The report must include, at a minimum, the following:

* Purchase Order Type
* Purchase Order Number & Line Item
* Project (Job Order)
* Part Number
* Property Description
* Quantity
* Unit of Measure
* Property Storage Location
* Unit Cost
* Total Cost per Line Item

If no, please fill out the attachment and submit a negative report (zeroes in the appropriate spaces).

1. Are there any variances?

# Yes No

If yes, explain below:

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**Comments:**

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| **Supplier Signature:** | |  | | | | **Date:** |  |
|  | | | |  | |  |  |
| **Title:** |  | | | | |  | |
| **Total Number of Attached pages:** | | |  | |  | | |

A physical inventory of all Government Property was completed on  for the referenced Purchase Orders and it is acknowledged the property records are in agreement with the physical inventory except as noted above.

**GOVERNMENT PROPERTY IN THE CUSTODY OF SUBCONTRACTORS**

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| **Supplier:** | |  | | | | | |  | | | | |
| **Purchase Order No.:** | | |  | | | | |  | | | | |
|  | | | |  | | | | | | | | |
| **PO Line Item** | **Project/Job Order** | | | | **Part Number** | **Property Description** | **Quantity** | | **Unit of Measure** | **Property Storage Location** | **Unit Cost** | **Total Cost per  Line Item** |
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|  |  | | | |  |  |  | |  | **TOTAL:** | **$ 0.00** | **$ 0.00** |

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| --- | --- | --- | --- |
| **SIGNATURE:** |  | **DATE:** |  |
| **PRINT NAME:** |  | **TITLE:** |  |