**Effective: 3/1/2005**

## PCS Manual Revision Notice

<table>
<thead>
<tr>
<th>Policy</th>
<th>Summary of Change</th>
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| **PCS 601–04** | Revision of Policy  
Retiring Missing Assets  
Revised to state that assets will be recorded as missing for a period of two years or until two one-year inventory cycles have occurred |
| **PCS 1002–07** | Revision of Policy  
Temporary Warehouse Storage  
Revised to state that a quarterly fee will be charged to departments for warehouse storage and that an agency/org codes must be provided on the PRA forms |
| **PCS 1008**   | Revision of Policy  
Building Retirements  
Revised to state that Property Control must verify that no capital or noncapital assets are within a building to be demolished |
| PCS 101, 202, 205, 210, 212, 405, 505 | Revision of Policies  
Revised to change the name of the “Financial Services (Comptroller's Office) Policies and Procedures Manual” (COM) to the “Financial Services Policies and Procedures Manual” (FIN) |