

CAPITAL TOOL INVENTORY PROCEDURES

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1. GENERAL

1.01 These methods describes activities and reports for capital tool inventories.

1.02 This section is issued to:

(a) Include information on tool inventory methods for tool coordinators and tool user.

(b) Instructions on alternative methods for disposition of surplus tools.

References to "tools" in this section shall be those capital tools, portable test sets and other work equipment reported under Field Reporting Code 60C as listed in the Accounting Handbook Telephone Plant, Section V27.703.1 (AHTP).

2. RECEIPT OF TOOLS

2.01 When tools are received, the recipient of the tool should verify the order is correct (e.g., correct quantity, correct style or model, etc.). The signed copy of the purchase order receipt is then returned to the local purchase order (LPO) group. The item is then entered in the Computer Assisted Purchasing Receiving Invoicing system (CAPRI). In those instances where the orders received are incorrect (e.g., incorrect style, incorrect size, incorrect model, incorrect quantity), the LPO group should be notified to correct the item received and process any claims with the vendors. Any reorder will also be handled by the LPO.

2.02 The method of identifying capital tools shall be determined locally depending upon the type of tool and facilities available for marking the tool. Some suggestions are ink or paint stencils, metal or plastic tags, stick on labels, electric engraving tools, bar code labels, etc.

2.03 When tools are received, Material Item Code (MIC) and average cost should be verified with the FZ37, Capital Tool (MIC) Material Item Code Table. All accessory items should carry the MIC code, followed by an "A" identifier (i.e., carrying case for a test set, 85360A). Failure to show the "A" designation can result in the MIC entry being incorrectly identified as two items on the FZ39 report. If the MIC is unknown the tool user should request their tool coordinator's assistance in determining the MIC. The tool coordinator should request assistance from their departmental technical staff at General Headquarters when establishing one time MIC or new MICs.

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The tool user should refer their request for MIC to their local tool coordinator.

3. TRANSFERS

- 3.01 All tool transfers (including temporary loans longer than 30 days) between crews, districts, divisions and states shall be reported on FA Form SN65, Material Transfer Report. Instructions detailing completion of the SN65 is outlined in 741-001-905SW, "Transfer Supplies and General Equipment." Form SN65 shall be filed with the FZ39, Tool and Equipment CPR Record. As outlined in 741-001-905SW, both tool crews involved in the tool transfer shall post the transaction document.
- 3.02 FA Form S-6312, Salvage Adjustment and General Equipment Retirement Report, shall be prepared as outlined in 741-001-903SW, "Disposition of Obsolete, Worn Out Major Item of Supplies, General Equipment, Tools and Test Sets." It is important that FA Form S-6312 (Exhibit 12) be prepared and forwarded to the Comptrollers Department without delay for tools that are: Lost, stolen, destroyed, or disposed of as worthless. If an item is "found" a S-6312 must be prepared and forwarded to the disbursement office with the FZ39. The S-6312 reverse retirement must also accompany the FZ39 when it is returned to the Disbursement Office.

NOTE: Tools unrepairable or junked by repair location on RS/R Form SD 44.326 require FA Form S-6312 to be prepared by the originator. This will ensure accurate disposition of the FZ39, Tool and Equipment CPR Record.

- 3.03 A copy of the FA Form S-6312 shall be filed with the FZ39.

4. SURPLUS/OBSOLETE TOOLS

- 4.01 The disposition or reapplication of surplus or obsolete tools and test sets may be handled in different ways within each department. (I.E. State tool coordinator can transfer surplus tools to their own responsibility code and reallocate within the state as needed. This method will allow the tool coordinator the ability to identify items within organization that are available and alleviate the need to purchase new.
- 4.02 Major tools and test sets declared surplus by user groups may be sent to a Logistics Services disposition facility, after the tool has been retired on FA Form S-6312.

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- 4.03 Defective tools and test sets which have been retired are to be returned to a MARC center accompanied by a Returned Material Notice (RMN), SW6381, as described in SW 741-001-903, "Disposition of Obsolete & Worn Out Major Items of Supplies, General Equipment, Tools and Test Sets."
- 4.04 When tools are "found" and do not appear on the FZ39, Quarterly Capital Tools CPR By RC, the tool user must show all discrepancies, in red ink, on the face of the report, along with an explanation that is adequate enough to explain the discrepancy. A S-6312 must also be prepared and accompany the FZ39. These reports must be returned as soon as possible to the tool coordinator, but not later than 30 days prior to the end of the quarter, so that corrections will have time to be processed prior to the end of the quarter.

5. QUARTERLY TOOL VERIFICATION

- 5.01 The procedures for the quarterly verification of major tools involves a "positive" reporting system. On the tenth work day following the quarter under report, Comptrollers will mail the following reports to the tool users, via the tool coordinator.

- (Exhibit 1) FZ37 - CAPITAL TOOLS MATERIAL ITEM CODE TABLE  
(ONE COPY)
- (Exhibit 2) FZ39 - QUARTERLY CAPITAL TOOLS CPR BY RC (TWO COPIES)
- (Exhibit 3) FZ40 - CAPITAL TOOLS NAME AND ADDRESS FILE (ONE COPY)
- (Exhibit 4) FZ41 - QUARTERLY CAPITAL TOOLS TRANSACTION DETAIL BY RC  
(TWO COPIES)
- (Exhibit 11) \*FB95 - RESPONSIBILITY CODE MASTER LIST (ONE COPY)

\*This is an optional report that may be requested by the tool coordinator, if desired. The report is available in most areas on microfiche only.

A cover letter "Notice of Receipt" (Exhibit 6) will be attached to each reports package.

The tool users must verify and sign the reports and return them to the appropriate tool coordinator, along with corrective documents for any discrepancy that is discovered. The tool coordinator, in turn, will accumulate the reports, returning only the reports that contain discrepancies to Comptrollers as soon as they are received from the tool users. In addition, the tool coordinator, upon receipt of all verified reports, will send a Verification Statement (Exhibit 5) to Comptrollers

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stating that all of the major tool reports have been verified. All supporting documentation (ie S-6312 SN-65) must be verified by the level identified in the Schedule of Authorizations.

- 5.02 The procedures assign "ownership responsibility" to the persons who have physical possession of the capital tools and gives them responsibility for ensuring the accuracy of the continuing property records (CPR's) for these assets. Because the users are responsible for these assets, each user department should establish reporting requirements and goals for the tool users and tool coordinators to ensure compliance with the verification procedures.
- 5.03 These procedures are intended to eliminate the annual physical inventory of capital tools by stressing better internal controls on the part of the persons responsible for the major tool items.
- 5.04 The required interval for verification is quarterly, via Form FZ39 the FZ36, Capital Tools CPR by RC, and the FZ38, Capital Tools Transaction Detail by RC, will continue to be available for those organizations that wish to receive the reports monthly for informational purposes only and should not be used in lieu of the FZ39 and FZ41.

## 6. TOOL COORDINATORS' RESPONSIBILITIES

- 6.01 Each capital tool-using organization should assign an individual to act as the tool coordinator. Each division may appoint a tool coordinator, but some organizations may choose to have a departmental tool coordinator. Organizations that did not identify a tool coordinator by June 1, 1986 have their reports mailed to the division level manager directly.
- 6.02 The tool coordinator is responsible for the control of the major tools within the organization and should establish procedures to ensure compliance with the quarterly verification procedures as outlined. The tool coordinator should perform periodic operation reviews with each of their tool usary groups to ensure each tool user is maintaining correct documentation and can account for all assigned tools. The tool coordinator should report the results of the verification (FZ39) to the appropriate levels of management in the user organization, as well as Comptrollers, via the Verification Statement. The Verification Statement must be signed by a division level or higher manager. A sample Verification Statement is included as Exhibit 5.

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- 6.03 The tool coordinator is responsible for signing and returning the Notice of Receipt (Exhibit 6) to the Disbursement Unit immediately upon receipt of the verification reports.
- 6.04 The tool coordinator will distribute the FZ39 and FZ41 Reports to the tool users upon receipt from the Disbursement unit.
- 6.05 One copy each of Reports FZ39, FZ40, FZ41, and FB95, (if requested), should be maintained by the tool coordinator for reference and for use in helping to resolve discrepancies discovered by tool users on the FZ39 Report.
- 6.06 The FZ40 Report may be used by the tool coordinator as a reference or logsheet to insure the receipt of the proper reports from Comptrollers and to verify that all of the FZ39 Reports have been verified by the tool users.
- 6.07 The tool coordinator should work with the tool users and the Disbursement unit to help resolve discrepancies.
- 6.08 The tool coordinator should maintain a file copy of all verified reports and correcting documents for backup. This file should be made available to appropriate management (including Internal Auditing) upon request.
- 6.09 The tool coordinator is responsible for contacting managers who have not verified, signed, and returned their FZ39 Reports by 30 days prior to the end of the quarter to obtain the reports.
- 6.10 The tool coordinator is responsible for returning name and address corrections to the Disbursement unit upon receipt from the tool users.
- 6.11 The tool coordinator should request a copy of FZ37, Capital Tools Material Item Code Table, for each tool user group to assist in analysis of average costs.
- 6.12 When a tool coordinator moves to a new assignment, the Comptroller Organization must be notified. The new tool coordinators must be identified to assure FZ reports will continue to be received expeditiously.

7. TOOL USERS' RESPONSIBILITIES

- 7.01 Tool users must verify that the information contained on the FZ39 Report accurately reflects the major tools that are assigned to the Responsibility Code/Location Code combination shown on the report on a quarterly basis.

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- 7.02 All reports, whether or not they contain discrepancies, must be verified, signed, and returned to the tool coordinator, along with the supporting and/or correcting documentation (S-6312, SN65, copy of voucher/purchase order, etc.). All discrepancies should be shown clearly, in red ink, on the face of the report, along with an explanation that is adequate enough to explain the discrepancy. These reports must be returned as soon as possible, but no later than 30 days prior to the end of the quarter, so that corrections will have time to be processed prior to the end of the quarter.
- 7.03 The tool user must sign and return the FZ39 Report to the tool coordinator whether or not there is a discrepancy to report. This is so that the tool coordinator can submit a Verification Statement to Comptrollers.
- 7.04 The tool user should contact the tool coordinator to report any previously reported discrepancy that has not been cleared upon receipt of the next quarter's reports.
- 7.05 The tool user must assume ownership responsibility for the capital tools under their control and must realize that any activity regarding capital tools purchases, transfers, retirements, losses, and thefts must be reported on the appropriate form.
- 7.06 The tool user is responsible for reporting name/address changes, crew number or responsibility code changes to the Disbursement unit so that this information may be updated to the file that populates names and addresses on the FZ39 and FZ41 reports. This information should be sent to the Disbursement unit via the tool coordinator so that they can keep their files updated as well. A new copy of the FZ36 should be requested to verify changes were made.
- 7.07 The tool user should maintain a file copy of all verified reports and correcting documents unless local practice dictates District or Division office retention.
- 7.08 The tool user should work with the tool coordinator and the Disbursement unit to help resolve discrepancies.

8. REPORT FZ36 (OPTIONAL REPORT)

- 8.01 Report FZ36 (Exhibit 7) contains the current month's CPR information from the FA03 Material Code Data base.
- 8.02 The following information is presented:

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- A. The report is presented on an RC/LC/MIC basis.
- B. For each RC/LC combination, the report presents each MIC for which that combination has an investment.
- C. For each MIC, the report presents the quantity.
- D. Finally, the report presents the quantity in terms of the beginning balance, the net purchase, transfer, and retirement activity, and the ending balance.

8.03 For each RC/LC combination, the following information is presented on Report FZ36:

- A. The standard description associated with each MIC.
- B. The grand total.

NOTE: This total represents the total quantity and amount of investment in tools for an RC/LC combination and equals the sum of the quantity and amount of investment for each MCI for which that combination has an investment. In addition, the grand total quantity and amount of investment is presented in terms of the beginning balance, the net purchase, transfer, and retirement activity, and the ending balance.

8.04 Report FZ36 is produced only during DOPAC end-of-month processing.

9. REPORT FZ37 (OPTIONAL REPORT)

9.01 Report FZ37 (Exhibit 1) contains the current month's MIC information from the FA03 Material Code Database.

9.02 The following information is presented on Report FZ37:

- A. The listing of MIC's.

NOTE: This listing represents all MIC's established on the FA03 Material Code Data base at the end of the month under report.

- B. The standard description associated with each MIC.
- C. The average price associated with each MIC.

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NOTE: This price is the average price computed at the end of the month under report.

9.03 Report FZ37 is produced only during DOPAC end-of-month processing.

10. REPORT FZ38 (OPTIONAL REPORT)

10.01 Report FZ38 (Exhibit 8) contains the current month's transaction information.

10.02 The following information is presented on report FZ38:

- A. The information on the report is presented on a RC/LC/MIC basis.
- B. For each RC/LC combination, the report presents, by MIC, all transactions containing that combination.
- C. For each transaction within an RC/LC combination, the report presents the following information:
  - the MIC.
  - the standard description associated with that MIC.
  - the processing month and day.
  - the source.
  - the pack number.
  - the reference number.
  - the quantity.
  - the amount.
  - the unit price.

10.03 For each RC/LC combination, the following information is presented on report FZ38:

- A. The material total.

NOTE: Within an RC/LC combination, a material total is presented for each MIC. This total represents the total quantity and amount of all transactions for a MIC, and equals the sum of the transaction quantities and amounts for that MIC.

10.04 Report FZ38 is produced only during DOPAC end-of-month processing.

11. REPORT FZ39 (MANDATORY REPORT)

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11.01 This report must be verified by the tool user and returned to the tool coordinator quarterly. Report FZ39 (Exhibit 2) contains the current quarter's CPR information from the FA03 Material Code Data base.

11.02 The following information is presented on FZ39:

- A. The information on the report is presented on an RC/LC/MIC basis.
- B. For each RC/LC combination, the report presents each MIC for which that combination has an investment.
- C. For each MIC, the report presents the quantity.
- D. Finally, the report presents the quantity in terms of the beginning balance, the net purchase, transfer, and retirement activity, and the ending balance.

11.03 For each RC/LC combination, the following information is presented on Report FZ39:

- A. The standard description associated with each MIC.
- B. The grand total.

NOTE: This total represents the total quantity and amount of investment in tools for an RC/LC combination and equals the sum of the quantity and amount of investment for each MIC for which that combination has an investment. In addition, the grand total quantity and amount of investment is presented in terms of the beginning balance, the net purchase, transfer, and retirement activity, and the ending balance.

11.04 Report FZ39 is produced only during DOPAC end-of-month processing on a quarterly basis.

12. REPORT FZ40 (OPTIONAL REPORT)

12.01 Report FZ40 (Exhibit 3) contains a current list of the data on the Major Tool Name and Address File that is maintained by the Disbursement office on a TSO dataset.

12.02 The information on the report is presented on a RC/LC basis.

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- 12.03 For each RC/LC combination, the report presents the data on the TSO data set that is associated with that combination.
- 12.04 For each RC/LC combination, the report presents whatever information is chosen to be populated in the TSO fields. The TSO data set format is presented in Exhibit 9. The cover sheet format for the FZ reports is presented in Exhibit 10. All corrections to the Major Tool Name and Address Files should be returned with the necessary updates.
- 12.05 Report FZ40 is produced only during DOPAC end-of-month processing.

13. REPORT FZ41 (OPTIONAL REPORT)

- 13.01 Report FZ41 (Exhibit 4) contains the current quarter's transaction information.
- 13.02 The following information is presented on FZ41:
- A. The information on the report is presented on a RC/LC/MIC basis.
  - B. For each RC/LC combination, the report presents, by MIC, all transactions containing that combination.
  - C. For each transaction within an RC/LC combination, the report presents the following information:
    - the MIC.
    - the standard description associated with that MIC.
    - the processing month and day.
    - the source.
    - the pack number.
    - the reference number.
    - the quantity.
    - the amount.
    - the unit price.
- 13.03 The transactions within an RC/LC combination are sorted in date order.
- 13.04 For each RC/LC combination, the following information is presented on Report FZ41:
- A. The material total.

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NOTE: Within an RC/LC combination, a material total is presented for each MIC. This total represents the total quantity and amount of all transactions for a MIC, and equals the sum of the transaction quantities and amounts for that MIC.

13.05 Report FZ41 is produced only during DOPAC end-of-month processing on a quarterly basis.

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Exhibit 1

SOUTHWESTERN BELL TELEPHONE COMPANY  
 PROC ENTITY- ALL STATE- TEXAS AREA- DALLAS  
 REPORT- FZ37 MAJOR TOOLS MATERIAL ITEM CODE TABLE

RETENTION PERIOD- 1 MONTHS  
 REPORT PERIOD- SEPTEMBER 1990 PASS- 12 PROGRAM- FD1705  
 TODAYS DATE- 10/04/90 FINAL CYCLE EOM PAGE- 1

MATL CODE	TOOL DESCRIPTION	AVERAGE COST	PERCENT CHANGE	EXPENSE INDICATOR
85004	ADAPTER IMPEDANCE			
85005	ADAPTER, FI OP 2000 SERIES	429.36		
85006	ADAPTER TEST 299A	104.75		
85007	ADAPTER 26 BXD DUAL	48.50		
85008	ALARM TST SET			
85009	ALARM TST METER			
85010	ALTIMETER			
85013	AMPLIFIER POWER			
85015	AMPLIFIER TUNEABLE PR85	544.44	13 %	
85019	ANALYZER CABLE MODEL 77S			
85020	ANALYZER CABLE MODEL 77	8629.61		
85022	ANALYZER CAPACITOR			
85025	ANALYZER CIRCUIT	6291.14		
85027	ANALYZER COMB EFF 242			
85030	ANALYZER CUM SYST RADIO			
85040	ANALYZER DATA	7814.23		
85045	ANALYZER DC/AC DISTURBANCE	11249.32		
85047	ANALYZER ERROR RATE	2059.67		
85050	ANALYZER FREQUENCY	428.35		
85055	ANALYZER FIBER OPTIC J99407			
85058	ANALYZER LAN EXCELAN	12575.46	100 % **	
85060	ANALYZER LOGIC	440.92		
85070	ANALYZER NOISE	289.90		
85073	ANALYZER PR DISTRB			
85077	ANALYZER QUANTITY PORT			
85080	ANALYZER SPECTRUM	5305.97		
85085	ANALYZER TRUNK SIGNAL	4334.16		
85100	ANTENNA BASE STATION	1327.75		
85105	ANTENNA MASTER SITE-THRS	2965.03		
85108	ATC UNIT 100D, 101D			
85110	AUGER EARTH SELF PWR	140.37		
85111	AUTOMATIC SEWER CLEANOUT	1455.78		
85112	AUTOMATIC LINE TST TR/15			
85113	AUTO WRAP POWER UNIT	305.08		
85115	BI-POLAR VIOLATION DETCT			
85116	BALER WIRE	10024.11		
85120	BLASTER SAND	977.88		
85125	BLACK AND DECKER NIBBLER			
85141	BLOWERS, MANHOLE(HEATER/VENT COMB) EXCL VENT ONLY			
85145	BLOWER SNOW			

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Exhibit 2

SOUTHWESTERN BELL TELEPHONE COMPANY  
 PROC ENTITY- DALLAS DSB STATE- TEXAS AREA- DALLAS  
 REPORT- FZ39 QUARTERLY MAJOR TOOLS CPR BY RC  
 RETENTION PERIOD- 2 YEARS  
 REPORT PERIOD- SEPTEMBER 1990 PASS- 12 PROGRAM- FD1707  
 TODAY'S DATE- 10/04/90 FINAL CYCLE EOM PAGE- 790

S87263200 T 4 7247

DESCRIPTION	BEGINNING BALANCE	PURCHASES	TRANSFERS	RETIREMENT	ENDING BALANCE
87440 SET TST HALCYON 704 QTY	1				1
87522 SET TST LOOP DDS TP190 QTY	1				1
87712 SET TST SIERRA 416 A1 QTY	1				1
87839 SET TST T BERD 209 QTY	1				1
88040 SET TST WIDEBAND 43-01 QTY	1		1		2
88550 SET TST 4935 HP QTY	7		1-		6
88555 SET TST 4937 HP QTY	3				3
GRAND TOTAL	QTY 15 AMT 64,202.13		1,036.85-		15 63,165.28

DIFFERENCE(S):

\* FIELD \* SIGNED: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
 \* VERIFICATION \* VERIFICATION SUPERVISOR APPROVING MANAGERS TITLE & SIGNATURE  
 \* APPROVALS \* PHONE: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
 APPROVING MANAGERS TITLE & SIGNATURE

\*\*\*\*\*

\*\*\* NOTICE \*\*\*

THIS REPORT IS THE OFFICIAL COMPANY CONTINUING PROPERTY RECORD (CPR) OF THE MAJOR TOOLS THAT YOU ARE RESPONSIBLE FOR. IT SHOULD ACCURATELY REFLECT EVERY MAJOR TOOL THAT IS ASSIGNED TO THE RESPONSIBILITY CODE/ LOCATION CODE COMBINATION SHOWN ON THIS REPORT. IT IS YOUR RESPONSIBILITY TO VERIFY THE PHYSICAL EXISTENCE OF EVERY ITEM LISTED, AND TO REPORT ANY DISCREPANCIES BETWEEN WHAT YOU ACTUALLY POSSESS AND WHAT IS SHOWN ON THE REPORT TO THE COMPTROLLERS DISBURSEMENT UNIT RESPONSIBLE FOR MAJOR TOOLS VIA YOUR TOOL COORDINATOR. SEE THE MAJOR TOOLS INVENTORY PROCEDURES IN SECTION 742-020-902SW OF THE SOUTHWESTERN BELL PRACTICE FOR COMPLETE INSTRUCTIONS. THIS REPORT MUST BE SIGNED AND RETURNED WITH ANY CORRECTING DOCUMENTS TO THE TOOL COORDINATOR AS SOON AS POSSIBLE BUT NOT LATER THAN 30 DAYS PRIOR TO THE END OF THE QUARTER. A FILE COPY SHOULD BE RETAINED BY YOU. THE ACCURACY OF THIS REPORT WILL BE VERIFIED BY PERIODIC SPOT VERIFICATIONS. ACCURACY IN REPORTING IS ESSENTIAL SINCE FALSIFICATION OF THIS REPORT OR FAILURE TO REPORT DISCREPANCIES CAN RESULT IN PERSONAL LIABILITY.

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Exhibit 3

SOUTHWESTERN BELL TELEPHONE COMPANY		AREA- DALLAS	REPORT PERIOD- SEPTEMBER 1990	RETENTION PERIOD- 1 YEARS
PROC ENTITY- ALL STATE- TEXAS			TODAYS DATE- 10/04/90 FINAL	PASS- 12 PROGRAM- FDI706
REPORT- FZ40 MAJOR TOOLS NAME AND ADDRESS FILE LIST				CYCLE EOM PAGE- 70
RESPONSIBILITY CODE 1 (FIELD 1)	LOCATION CODE 1 (FIELD 2)	RESPONSIBILITY CODE 2 (FIELD 3)	LOCATION CODE 2 (FIELD 4)	
S87263200	T 4 7217	(FIELD 5) - LES HOLLIS (FIELD 6) - MGR.-SPL. SVCS (FIELD 7) - 7201 S POLK (FIELD 8) - DALLAS (FIELD 9) - (FIELD 10) - T 4 3004	TX 75232	
S87263200	T 4 7227	(FIELD 5) - BILL CUMMINGHAM (FIELD 6) - MGR SPL SVCS (FIELD 7) - 7130 BURNS (FIELD 8) - FT WORTH (FIELD 9) - (FIELD 10) - T 3 9002	TX 76118	
S87263200	T 4 7237	(FIELD 5) - PATRICK KELLY (FIELD 6) - MANAGER (FIELD 7) - 7130 BURNS (FIELD 8) - FT WORTH (FIELD 9) - (FIELD 10) - T 3 9002	TX 76118	
S87263200	T 4 7247	(FIELD 5) - JAKE KESSLER (FIELD 6) - MGR SPL SVCS (FIELD 7) - 7201 S POLK (FIELD 8) - DALLAS (FIELD 9) - (FIELD 10) - T 4 3004	TX 75232	
S87263200	T 4 7257	(FIELD 5) - CODY WATTS (FIELD 6) - MGR SPL SVCS (FIELD 7) - 7130 BURNS (FIELD 8) - FT WORTH (FIELD 9) - (FIELD 10) - T 3 9002	TX 76118	

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Exhibit 4

SOUTHWESTERN BELL TELEPHONE COMPANY  
 PROC ENTITY- DALLAS DSB STATE- TEXAS AREA- DALLAS  
 REPORT- FZ41 QUARTERLY MAJOR TOOLS TRANSACTION DETAIL BY RC.

REPORT PERIOD- SEPTEMBER 1990 RETENTION PERIOD- 2 YEARS  
 TODAYS DATE- 10/04/90 FINAL PASS- 12 PROGRAM- FD1708  
 CYCLE EOM PAGE- 330

RESPONSIBILITY CODE: S87263200 LOCATION CODE: T 4 7247

MATERIAL ITEM CODE	DESCRIPTION	DATE MM/DD	SOURCE	PAK NUM	REFERENCE NUMBER	QUANTITY	AMOUNT	UNIT PRICE
88040	SET TST WIDEBAND 43-01	07/01	86	003	90052MM	1	3,154.32	3,154.32
MATERIAL TOTAL						1	3,154.32	
88550	SET TST 4935 HP	07/01	86	003	90051MM	1-	4,191.17-	4,191.17
MATERIAL TOTAL						1-	4,191.17-	

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Exhibit 5

VERIFICATION STATEMENT

Date: \_\_\_\_\_  
 To: \_\_\_\_\_ (TOOL COORDINATOR'S  
 \_\_\_\_\_ NAME AND ADDRESS)  
 \_\_\_\_\_  
 \_\_\_\_\_

Please sign the lower portion of this letter to inform  
 Comptrollers that Reports FZ39 reflecting quarterly data as of  
 \_\_\_\_\_ (month), \_\_\_\_\_ (year), have been verified for  
 accuracy. Return to Comptrollers at the following address as soon  
 as possible but not later than \_\_\_\_\_:

\_\_\_\_\_ (COMPTROLLER'S  
 \_\_\_\_\_ NAME AND ADDRESS)  
 \_\_\_\_\_  
 \_\_\_\_\_

Questions may be referred to \_\_\_\_\_ (name)  
 at \_\_\_\_\_ (telephone number).

Verification of Reports FZ39 have been performed. All  
 discrepancies have been reported and necessary correcting documents  
 have been provided to Comptrollers.

\_\_\_\_\_  
 Signature Title Date  
 (Division Level or Higher)

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Exhibit 6

NOTICE OF RECEIPT

Date: \_\_\_\_\_

To: \_\_\_\_\_ (TOOL COORDINATOR'S  
 \_\_\_\_\_ NAME AND ADDRESS)  
 \_\_\_\_\_  
 \_\_\_\_\_

Attached we have provided your Reports FZ39 and FZ41. Also provided are Reports FZ37 and FZ40 for your use. These reports reflect data as of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

Upon receipt of these reports, please sign the lower portion of this letter and return to Comptrollers at the following address by the 14th workday of the month following the quarter under report:

\_\_\_\_\_ (COMPTROLLER'S  
 \_\_\_\_\_ NAME AND ADDRESS)  
 \_\_\_\_\_  
 \_\_\_\_\_

Questions may be referred to \_\_\_\_\_ (name)  
 at \_\_\_\_\_ (telephone number).

Questions may be referred to \_\_\_\_\_ (name)  
 at \_\_\_\_\_ (telephone number).

Tool Reports FZ39 and FZ41 have been received.

\_\_\_\_\_  
 Signature Title Date

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Exhibit 7

SOUTHWESTERN BELL TELEPHONE COMPANY  
PROC ENTITY- DALLAS DSB STATE- TEXAS  
REPORT- FZ36 MAJOR TOOLS CPR BY RC

AREA- DALLAS

RETENTION PERIOD- 2 YEARS  
REPORT PERIOD- SEPTEMBER 1990 PASS- 12 PROGRAM- FD1703  
TODAYS DATE- 10/04/90 FINAL CYCLE EOM PAGE- 340

587263200 T 4 7247

DESCRIPTION	BEGINNING BALANCE	PURCHASES	TRANSFERS	RETIREMENT	ENDING BALANCE
87440 SET TST HALCYON 704	QTY 1				1
87522 SET TST LOOP DDS TPI90	QTY 1				1
87712 SET TST SIERRA 418 A1	QTY 1				1
87839 SET 1ST T BERD 209	QTY 1				1
88040 SET TST WIDEBAND 43-01	QTY 2				2
88550 SET TST 4935 HP	QTY 6				6
88555 SET TST 4937 HP	QTY 3				3
GRAND TOTAL	QTY 15 AMT 63,165.28				15 63,165.28

\* FIELD \*  
\* VERIFICATION \*  
\* APPROVALS \*

SIGNED: \_\_\_\_\_  
VERIFICATION SUPERVISOR

APPROVED: \_\_\_\_\_  
DISTRICT MANAGER

PHONE: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
TOOL COORDINATOR

APPROVED: \_\_\_\_\_  
DIVISION MANAGER

DIFFERENCE: \_\_\_\_\_

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Exhibit 8

SOUTHWESTERN BELL TELEPHONE COMPANY  
 PROC ENTITY- DALLAS DSB STATE- TEXAS AREA- DALLAS  
 REPORT- F238 MAJOR TOOLS TRANSACTION DETAIL BY RC

REPORT PERIOD- JULY 1990 RETENTION PERIOD- 2 YEARS  
 TODAY'S DATE- 08/06/90 FINAL PASS- 12 PROGRAM- FD1704  
 CYCLE EOM PAGE- 38

RESPONSIBILITY CODE: S87263200 LOCATION CODE: T 4 7247

MATERIAL ITEM CODE	DESCRIPTION	DATE MM/DD	SOURCE	PAK NUM	REFERENCE NUMBER	QUANTITY	AMOUNT	UNIT PRICE
88040	SET TST WIDEBAND 43-01	07/01 86		003	90052MM	1	3,154.32	3,154.32
MATERIAL TOTAL						1	3,154.32	
88550	SET TST 4935 HP	07/01 86		003	90051MM	1-	4,191.17-	4,191.17
MATERIAL TOTAL						1-	4,191.17-	

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## Exhibit 9

The format of the TSO dataset (Major Tools Name and Address File) and where each field will print on the cover sheet of Reports FZ39 and FZ41 is detailed in this Performance Aid.

TSO dataset format:

Field Number	Field Length	Positions	Contents	
1	9	1-9	Responsibility Code 1	*
2	8	10-17	Location Code 1	*
3	9	18-26	Responsibility Code 2	**
4	8	27-34	Location Code 2	**
5	40	35-74	Name	***
6	40	75-114	Title	***
7	40	115-154	Address	***
8	40	155-194	Address	***
9	40	195-234	Telephone Number	***
10	21	235-255		***

- \* The tool programs key off of RC and LC to print the cover sheets for Reports FZ39 and FZ41. Therefore, Field 1 and Field 2 should always contain RC and LC, respectively. Comptrollers should make any RC/LC changes in these fields.
- \*\* These fields will be populated by Program FZ990 when reorganizations occur. See Performance Aid PA24 for detailed procedures on how these fields are used.
- \*\*\* These fields will initially contain the data shown. However, these fields are flexible in that the contents of these fields can be changed to suit your needs. The telephone number will only be populated in the record containing the Disbursement unit's name and address.

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Exhibit 10

"FZ" report cover sheet format:

```

* * * * *
*
*   DISTRIBUTE THIS REPORT TO:
*
*   Responsibility Code   Location Code
*
*   (Field 5)
*   (Field 6)
*   (Field 7)
*   (Field 8)
*   (Field 9)
*   (Field 10)
*
* * * * *

```

**CORRECTIONS TO THE ABOVE DATA SHOULD BE SUBMITTED BY RETURNING THIS PAGE WITH CORRECTIONS NOTED TO THE TOOL COORDINATOR WHO WILL THEN SUBMIT THE INFORMATION TO THE DISBURSEMENT UNIT WHOSE ADDRESS APPEARS BELOW:**

```

(Field 5)
(Field 6)
(Field 7)
(Field 8)
(Field 9)
(Field 10)

```

**NOTE:** The Responsibility Code (RC) and Location Code (LC) printed on the cover sheet will be the same RC/LC printed on the associated tool report.

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Exhibit 11

SOUTHWESTERN BELL TELEPHONE COMPANY				AREA- DALLAS	REPORT PERIOD- NOVEMBER 1990	RETENTION PERIOD- 3 MONTHS							
PROC ENTITY- ALL				STATE- TEXAS	TODAYS DATE- 11/09/90	PASS- 01							
REPORT- FB95 RESP CODE MASTER LIST					INTERIM	PROGRAM- FB0295							
MARKETING					CYCLE A	PAGE- 656							
RESBLT	CODE	LEV JSC	PAY NUMB	NAME	TITLE	SOC-SEC #	JFC	EC	PCT	LOC	FG	LV	D.C.
	S87263200	V0	872GNDP	J MADLOCK	SYSTEMS TECHNICIAN	440426732	4150	0	100	T41000	0		T
	S87263200	V0	872GNDP	S P HENDERSON	SYSTEMS TECHNICIAN	466046440	4150	0	100	T41000	0		T
	S87263200	V0	872GNDP	M G HUFF	SYSTEMS TECHNICIAN	462801600	4150	0	100	T41000	0		T
	S87263200	V0	872GNDP	D A HUGHES	SYSTEMS TECHNICIAN	525943623	4150	0	100	T41000	0		T
	S87263200	V0	872GNDP	B A KELLER	SYSTEMS TECHNICIAN	462820070	4150	0	100	T47000	0		T
	S87263200	V0	872GNDP	G L KOZLOVSKY	SYSTEMS TECHNICIAN	455217850	4150	0	100	T41000	0		T
	S87263200	V0	872GNDP	S W LEE	SYSTEMS TECHNICIAN	575404953	4150	0	100	T41000	0		T
	S87263200	V0	872GNDP	B C LICHTENSTEIN	SYSTEMS TECHNICIAN	113382067	4150	0	100	T47000	0		T
	S87263200	V0	872GNDP	K E MARTINEZ	SYSTEMS TECHNICIAN	454804127	4150	0	100	T47000	0		T
	S87263200	V0	872GNDP	L J MCNEAL	SYSTEMS TECHNICIAN	467780694	4150	0	100	T41000	0		T
	S87263200	V0	872GNDP	L D MCNEE	SYSTEMS TECHNICIAN	465004007	4150	0	100	T47000	0		T
	S87263200	V0	872GNDP	J C MOREE	SYSTEMS TECHNICIAN	464002110	4150	0	100	T41000	0		T
	S87263200	V0	872GNDP	D W PIERCE	SYSTEMS TECHNICIAN	461847354	4150	0	100	T47000	0		T
	S87263200	V0	872GNDP	V H REAVES	SYSTEMS TECHNICIAN	453023240	4150	0	100	T47000	0		T
	S87263200	V0	872GNDP	J H REED JR	SYSTEMS TECHNICIAN	490608993	4150	0	100	T41000	0		T
	S87263200	V0	872GNDP	P A REYNOLDS	OPERATIONS CLERK	449781939	415C	0	000	T47000	0		T
	S87263200	V0	872GNDP	G D SELF	SYSTEMS TECHNICIAN	440326370	4150	0	100	T41000	0		T

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