

Form CD-509 <<http://www.doc.gov/forms/pdf/cd509fill.pdf>>, Property Transaction Request Completion Instructions

General

The Property Transaction Request (CD-509) is a data collection instrument in support of the DOC Personal Property System (Sunflower). This single sheet two-sided, multi-use form is designed to be a fillable PDF or handwritten and is used to process additions and deletions to the Personal Property System, to make changes to the existing database, and to transfer property between Property Custodians for Capitalized Personal Property. It is an optional form because other forms are available which may be used to provide the same information to the NOAA Personal Property Office, like a blank CD-50 form. When any one of these forms is used, the Property Custodian or their designee must sign it.

Within 5 business days of **acceptance** of the property, the completed and signed original copy of the CD-509, along with any applicable supporting documentation must be forwarded to the servicing Personal Property Office. A copy must be retained as part of the required custodial records (see detailed instructions following the address). This completed and signed form is part of the documentation required for the financial audit folder maintained in the NOAA Personal Property Office. Any questions pertaining to the Form CD-509 should be directed to the NOAA Personal Property Office.

PROPERTY TRANSACTION REQUEST

Property Custodian Code - Enter the nine digit alphanumeric code; e.g. "5401TN300".

Transaction Request Number - For internal use by the Property Custodian to reference specific transaction requests or maintain files based on a sequential numbering system. Its use is optional, but if used enter a unique value. One number serves the entire form. This number is not recorded in Sunflower and is used for tracking purposes by the organization only.

1. Addition

Type:

New Acquisition - Check this block if there is an addition of a new or used item of property.

Inventory Adjustment - Check this block if this item is an addition of a "found" item of property not in the Personal Property System nor was there any supporting documentation to indicate the details of the item's original purchase*.*

Other - Check this block and describe the type of acquisition if "New Acquisition" or "Inventory Adjustment" are not appropriate choices.

Sunflower Catalog Number - is the unique number that is created by the DOC Sunflower Help Desk based on manufacturer and model number. It also contains the useful life and federal supply class associated with the asset.

Description of Personal Property - Enter a description of the type of property, e.g., "Personal Computer", "Underwater Camera".

Manufacturer - Enter the name of the **manufacturer** of the property. Do not enter the name of the vendor from whom it was acquired.

Model Number - Enter both the manufacturer's model number and the model name, e.g., "LaserJet", "LaserWriter".*

Serial Number - Enter the manufacturer's serial number for the major component of the system, the part that is PIN labeled. Provide the entire serial number exactly as it is written on the serial number plate of the equipment including all dashes and spaces even if it includes the model number.

DOC Barcode Number - Enter the 12-digit alphanumeric property identification number (PIN) displayed on the label affixed to the property, e.g., CD0001123456 or CDN000012345. Include all Zeros. *Form CD-509 cannot be processed without the proper completion of this block.*

Asset Category - Aircraft, Capital Lease - Non-Weather, Comm., Detect. & Rad. Eqpt. General Purpose ADPE Instruments & Lab Equipment, Other, Ships and Launches, Software - Non-Weather, ASOS, AWIPS, Capital Lease – Weather, CRS, Donated Transmitters, NEXRAD, Satellite Ground Systems, Satellites & Software - Weather

Useful Life - Capitalized, enter in terms of number of months.

Location:

Building Number - Enter the name or number of the building where the property is located, if applicable.

Room Number - Enter the name or number of the room where the property is located, if applicable.

FIPS (if known) - Enter the nine-digit alphanumeric Federal Information Processing Standards (FIPS) Geographic Locator Code indicating the city, county, and state where the property is located, if known. The Geographic Locator Code consists of the two-digit state code, followed by the four-digit General Services Administration city code and finally the three-digit county code. See Internet sites:

<http://gsa.gov/glc/glcinfo.htm>

Street Address - Enter complete street address of the Property Custodian.
Do not abbreviate.

City - Enter complete name of city where Property Custodian maintains his/her office.

County - Enter complete name of county where the Property Custodian maintains his/her office, if applicable. Do not abbreviate.

State - Enter the two character state abbreviation, e.g. MD, DC, where the Property Custodian maintains his/her office.

Zip - Enter the five digit zip code and the four-digit "plus four" zip code, if known, where the Property Custodian maintains his/her office, if known.

Accounting: - Check the appropriate box and attach a copy of all required acquisition documents to the Form CD-509. Contracts, Invoices, Purchase card purchase documentation must include a photocopy of the purchase card monthly statement. If "Other" is checked, please indicate the form number and attach a copy of the document to the Form CD-509. An approved/signed DD-1149, CD-210, CD-509, SF-122, or CD-404. All forms should list or provide evidence of the fair market value to include year, make, model and costs especially if the personal property is transferred in to NOAA from another Federal or State organization.

Document Number - Enter the Contract Number, Purchase Order number or other document number if applicable. The document number for purchase card purchases is the last six digits of the Purchase Card number. *CD-509s will not be processed without this information.*

Line Item Number - Enter the line item number as it appears on the acquisition document, transfer document, etc. Leave blank for Purchase Card purchases, contracts, and imprest fund purchases.

Acquisition Cost - Enter the unit acquisition cost in dollars and cents.

Acquisition Date - Enter the date the item was ordered as it appears on the acquisition documents, e.g., the purchase order date.

Acceptance/Receipt Date - Enter the date the property was accepted for the Government, the date authorization was given to pay for this item.

Org. Code - Enter the NOAA 18-digit Personal Organization Code, e.g. 540605000302000000 which indicates which account to use for the money that was or would have been expended to acquire the property. The entry should coincide with the CBS payment on the UPR.

Object Class - Enter the appropriate object class code for the item.

Project Code/Task Number - Enter the Project Code/Task Number that was used to acquire the property. The entry should coincide with the CBS payment on the UPR.

FSC - Federal Supply Classification - <http://www.whitehouse.gov/omb/rewrite/circulars/a076/a076sa3.html>

Multiple adds:

Multiple Adds - (Use this section when there is more than one of the same item procured on the same document)

Project No. - Use this block only for recording additional quantities of the same item acquired on the same document, e.g., when acquiring four printers on one line of a purchase order. Record the property identification number and the serial number of each additional item. The form provides for the possibility that the items may be going to more than one location. In this case, provide the Custodian Code and the location for each item. If different accounting was used to acquire the items, the accounting line may be put in the column under the head "Project No."

* **List Depreciation Information** and any remarks below: Include organization code, depreciation project code(s) and task code(s) .

Signature of Property Custodian - To be completed by the Property Custodian or their designee receiving the property, print name, and sign.

Request Date - Self explanatory.

Telephone - Enter the telephone number including the area code.

/Submit the CD-509 to the Property Office located at the Administrative Support Center (ASC) that would be responsible for processing the invoice for payment for the new acquisition./

Change, Transfer, or Delete Actions, Form CD-509:

Property Custodian Code - Enter the nine-digit alphanumeric code, e.g., 5401TN300.

Transaction Request Number - For internal use by the submitting office to reference specific transaction requests or maintain files based on a sequential numbering system. Its use is optional, but if used, enters a unique value. One number serves the entire form.

2. Change

DOC Barcode Number - Enter the 12 digit alphanumeric PIN displayed on the label affixed to the property,

e.g., CD000112345 or CDN000012345. *Form CD-509 cannot be processed without the proper completion of this block.*

Item to be Changed - (Cost, Condition, etc) Enter the name of the data element to be changed.

Old Data - Enter the current value of the data element to be changed, i.e., the "Old Value".

New Data - Enter the value of the data element as it is to appear after the change is made.

/Submit to the Property Office located at your servicing ASC./

3. Transfer

NFC ID Number - Enter the 12-digit alphanumeric property identification number (PIN) displayed on the label affixed to the property, e.g. CD0001123435 or CDN000012345. *Form CD-509 cannot be processed without the proper completion of this block.*

Serial Number - Enter the manufacturer's serial number for the major component. Provide the entire serial number exactly as it is written on the serial number plate of the equipment including all dashes and spaces even if it includes the model number.

Description - Enter a description of the type of property e.g., "Personal Computer" or "Underwater Camera".

Gaining PC Code # - Enter the gaining custodian code, if possible.
Otherwise, this block should be completed by the gaining Property Custodian, the one receiving the property, when signing for the property.

New Location - (Street Address, City, County, State, and Zip) Enter the new location for the gaining Property Custodian including the complete street address, city, and county without any abbreviation; the state using the standard U.S. Postal Service two letter abbreviation, the five-digit ZIP code and the four-digit "plus four" ZIP code, if known; the mail routing code; and the room number.

Signature of Gaining PC - To be completed by the Property Custodian or their designee receiving the property. Print name and sign.

Transfer of property between Property Custodians will not be processed without the signature of the gaining Property Custodian or their designee. It is the responsibility of the gaining Property Custodian to submit the completed Form CD-509 to their servicing ASC. Submit to the Property Office located at the ASC serving the gaining Property Custodian.

4. Delete

NFC ID Number - Enter the 12-digit alphanumeric property identification number (PIN) displayed on the label affixed to the property, e.g., CD000112345 or CDN000012345. *Form CD-509 cannot be processed without the proper completion of this block.*

Type - Enter the alpha character assigned to the type of deletion from the list provided in this section of the CD-509.

Signature of Custodian - To be completed by the Property Custodian or their designee deleting the property. Print name and sign. *Any request for the deletion of an item from the Personal Property System will not be processed without appropriate supporting documentation.*

Request Date - Self explanatory.

Telephone - Enter the telephone number including the area code.

/Submit to the Property Office located at your serving ASC./