

Personal Property Checklist

Required Documentation to **ADD, ADJUST or DELETE** Capitalized Assets, CWIP Projects or Lease Assets

All relevant materials and actions listed below must be provided in order for the asset to be properly documented.

Barcode Number (s):

Description of Asset: (include purpose of asset)

Depreciation Accounting: (Org. & Project Codes)

Check one:					
New Asset <input type="checkbox"/>	Adjustment <input type="checkbox"/>	Deletion <input type="checkbox"/>	CWIP <input type="checkbox"/>	Lease <input type="checkbox"/>	Purchase <input type="checkbox"/>
	Prior Fiscal Year <input type="checkbox"/> Current Fiscal Year <input type="checkbox"/>		Activity <input type="text"/> # <input type="text"/>		

- For **new assets** (items 1-7), provide support for each of the numbered items below
- For **adjustments** (items 4-6 & 9), provide an explanation for the adjustment in box provided below
- For **deletions** (item #8), provide support listed in item #7

01 CWIP Determination Letter (Letter should already be signed by CWIP Activity Manager & NOAA Property)	<input type="checkbox"/>
02 General Support:	<input type="checkbox"/>
<ul style="list-style-type: none"> Summary/overview of the asset and/or URL 	
03 Support for procurement of the asset (one of the following):	<input type="checkbox"/>
<ul style="list-style-type: none"> Copy of all sections of the Contract/Purchase Order and Task Order(s) (including any modifications) that relate to the asset Copy of Transfer Order Information (Form SF-122 Transfer Order Excess Personal Property, SF-126 Report of Personal Property for Sale, or equivalent) including acquisition cost – signed & dated 	
04 Support for acquisition cost (one of the following):	<input type="checkbox"/>
<ul style="list-style-type: none"> Please indicate on supporting documentation if the cost provided is an estimate. Also provide a projected date for finalization of the acquisition cost For CWIP - NOAA Form 37-6, Report of Property Constructed – first & last pages should be signed by Task/Project Manager; in addition, it should be signed by Finance prior to submission to the appropriate Personal Property Office Representative <ul style="list-style-type: none"> CWIP Activity Manager Checklist for 37-6 CFO/CAO Checklist for 37-6 For leases - Lease Determination Worksheet and related attachments, including payment schedule For purchases - invoice(s) that document the total capitalized/acquisition cost (N/A for CWIP or Lease) or Excel spreadsheet tracking costs of invoices CA500D generated report to support costs under corresponding to all project codes and FY 	
05 Support for acquisition/acceptance date (one of the following):	<input type="checkbox"/>
<ul style="list-style-type: none"> DD-250, Material Inspection and Receiving Report – signed and dated Final Invoice – signed and dated Equivalent documentation of inspection/receipt/acceptance – signed and dated 	
06 Support for useful life (one of the following):	<input type="checkbox"/>
<ul style="list-style-type: none"> Standardization of Useful Life and Salvage Value for Departmental Personal Property Assets to determine the useful life for assets accepted after January 30, 2009 and (Federal Supply Class) Documentation/explanation must be provided to support a useful life that differs from the above criteria 	
07 Support for existence and accountability (one of the following):	<input type="checkbox"/>
<ul style="list-style-type: none"> NOAA Form 37-509 (Property Transaction Request) or CD-50 - signed & dated by the Property Custodian 	
08 Support for deletion (all of the following):	<input type="checkbox"/>
<ul style="list-style-type: none"> CD-50, SF-120, SF-122, SF-126 or equivalent documentation – approval signature & date Who, if anyone, received the documentation (documentation signed & dated by them) When the event occurred Where the property is now (i.e. no longer in service, but still in NOAA's possession) Why it occurred 	
09 Sunflower Print Screen (recently generated) of asset being adjusted (Adobe Version)	<input type="checkbox"/>

Explanation for adjustment and/or additional remarks: