

Found Property Procedures

Personal Property found with or without a Barcode

When accountable personal property is found with a barcode label, but the barcode is not in Sunflower, the Property Custodian must complete an online CD-50 Create New Asset form to add the asset record to Sunflower.

When accountable personal property is found without a barcode label, the Property Custodian will place a barcode on the found property in accordance with DOC's Personal Property Management Manual (PPMM). The Property Custodian must also complete an online CD-50 Create New Asset form to add the asset record to Sunflower.

Supporting Documentation for Found Property

Property Custodians must obtain supporting acquisition documentation. Required supporting documentation may include a copy of the purchase invoice, a CBS BC-704 Report, a purchase order, the delivery order, a purchase contract, a GSA transfer order, or other documentation of a property transfer or donation from another agency/organization. Please see Policy and Procedures for Acquiring Personal Property for a complete list of required supporting documentation.

http://www.pps.noaa.gov/personal_property_policies_procedures/Acquiring_Personal_Property.pdf

When accountable personal property is found without supporting documentation, the Property Custodian will prepare the **Found Personal Property Certification** memorandum stating that no supporting documentation is available. The PC must upload the Found Property Certification memorandum, and a copy of the fair market value source (e.g. website, catalog, vendor quote, existing Sunflower record for same make and model) to the Sunflower asset record as supporting documentation.

Instructions for uploading supporting documentation in the Sunflower online CD-50 Form - Create New Asset

1. NOAA Sunflower users will need to scan and save the supporting documentation as a PDF on the user's desktop or hard drive. (either in "My Documents" or on user's computer Desktop).
2. The invoice, purchase order, contract and/or CBS BC-704 Report and any other pertinent documents should be consolidated into one PDF file. The PDF file must be saved on user's computer in order to upload into the Sunflower Create New Asset Screen. Save the file using the barcode number as the filename. For multiple Add entries, user must save one PDF file per barcode.
3. In the online CD-50 Form – Create New Asset Screen, select the **Attachment** button.
4. A “Maintain Attachments” pop-up screen is displayed; select **Browse**.
5. Search desktop or hard drive to locate the appropriate PDF file; select **Open**.
6. Provide a brief description of documents in the **Description** field.
7. Select the **Add** button, the page will display a list of attachments.

Found Personal Property Certification

MEMORANDUM

FOR:

Personal Property Management Branch

FROM:

Property Custodian/Line Office

SUBJECT:

Found Personal Property Certification

1. Custodial Area:

2. Asset Description:

- Item Name:

- Barcode Number:

- Serial Number:

- Make and Model:

- Location - Bldg & Room:

- Condition:

- Value/Fair Market Value:

3. Document Number:

Format: First Initial, Last Name MM/DD/YYYY
Example: P. Custodian 4/15/2013

I,

(print name), as

Personal Property Custodian for NOAA office, certify that there is no acquisition documentation available for the above found personal property.

Signature

Date