

FY 2011 1st Property Management Officer Calendar

REMINDERS

ARE THERE ANY CAPITALIZED ASSETS ADDITIONS AND DELETIONS THAT NEED TO BE REPORTED TO PPMB?

NOAA Electric Forms

NOAA Form (NF) 37-509 “Property Transaction Request”: Use the form to request capitalized asset additions, deletions, change asset information and transfer. <http://www.corporateservices.noaa.gov/~noaaforms/eforms/NF37-509.pdf>

NF 37-6 “Report of Property Constructed”: Use the form to request for transferring from CWIP to PP&E. <http://www.corporateservices.noaa.gov/~finance/CWIP.html>

Form CD-52 “Report of Review of Property”: Use the form to request for final event assets; e.g.: Lost, stolen, destroyed, damaged, sacrificed or unserviceable property. http://ocio.os.doc.gov/ITPolicyandPrograms/Electronic_Forms/FormsByNumber/index.htm

Upcoming Events & Due Dates:

External (KPMG) Audit	Prepared By Client (PBC) request: http://www.corporateservices.noaa.gov/~finance/audit.html Capitalized personal property financial reports for Q5: October 6, 2010 Monthly Adds file for the 3 months ending September 30, 2010: October 6, 2010 Heritage Assets report as of September 30, 2010: October 6, 2010 UPR detailed excel file with detailed transactions as of September 30, 2010: October 6, 2010
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October 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
UPR Link: http://titan.rdc.noaa.gov/prop/noaaprop/noaaupr.html					1 Run Depreciation UPR update today	2
3	4 Financial Reports due to Finance	5 Distributing UPR reports to LOs Special BOR Meeting UPR update today	6 PBC requests due to KPMG UPR Cert Due from PM	7 Oct. LO Meeting PPMB Staff Meeting	8 UPR update today	9
10	11	12 Oct. Heritage Asset Meeting UPR update today	13 PMO HCHB Meeting BOR Meeting	14 PPMB Staff Meeting	15 UPR update today	16
17	18	19 Oct. CWIP Meeting UPR update today	20	21 PPMB Staff Meeting	22 UPR update today	23
24	25	26 UPR update today	27	28 PPMB Staff Meeting	29 UPR update today	30
31						

November 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Distributing UPR reports to LOs Special BOR Meeting UPR update today	3 UPR Cert Due from PM	4 Nov. LO Meeting PPMB Staff Meeting	5 UPR update today	6
7	8	9 Nov. Heritage Asset Meeting UPR update today	10	11 PPMB Staff Meeting	12 UPR update today	13
14	15	16 Nov. CWIP Meeting UPR update today	17 BOR Meeting	18 PPMB Staff Meeting	19 UPR update today	20
21	22	23 UPR update today	24	25 PPMB Staff Meeting	26 UPR update today	27
28	29	30 Distributing UPR reports to LOs UPR update today	UPR Link: http://titan.rdc.noaa.gov/prop/noaaprop/noaaupr.html			

December 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
UPR Link: http://titan.rdc.noaa.gov/prop/noaaprop/noaaupr.html			1 UPR Cert Due from PM	2 Nov. LO Meeting PPMB Staff Meeting	3 UPR update today	4
5	6	7 Special BOR Meeting UPR update today	8 PMO HCHB Meeting	9 PPMB Staff Meeting	10 UPR update today	11
12	13	14 Nov. Heritage Asset Meeting UPR update today	15 BOR Meeting	16 PPMB Staff Meeting	17 UPR update today	18
19	20	21 Nov. CWIP Meeting UPR update today	22	23 PPMB Staff Meeting	24 UPR update today	25
26	27	28 UPR update today	29	30 PPMB Staff Meeting	31 UPR update today	