

NOAA FY09 'Prepared By Client' (PBC) Request

	Category	New Items*	Documents to be provided	Format	Time / Phase	Date Requested	Contact Person	Bureau	Received	Past Due	Note
A01-A	A) Personal Property		"Capitalized Personal Property Financial Reports" for Q1 (Oct 1 to Dec 12). Reports should include: - Detail listing of capitalized personal property activity (additions, deletions, CY and PY adjustments); - Complete asset listing (by category); - Cost and depreciation reconciliations and roll-forwards; - Unreconciled Payments Report; - Unsupported items (items acquired prior to Oct 1993); - Items awaiting disposal or deployment; - Lease roll-forwards.	Electronic PDF	Interim 1	4/17/2009	Glenda Patrick	NOAA	4/6/2009 4/15/09		Paper version was received from Heather Potter PDF version from Heather on 4/15/09
A01-B	A) Personal Property		A1-A (Capitalized personal property financial reports) for Q2 (Dec 12 to March 12)	PDF	Interim 1	4/17/2009	Glenda Patrick	NOAA	4/15/2009		PDF Version from Heather Potter 4/15/09 File received contained March activity only, not whole of Q2
A05	A) Personal Property	14-Apr	Excel download of all assets (capitalizable and non-capitalizable) in the Sunflower property database - as of June 12. Each row of the s/s should present information on each asset. The following fields should be presented in separate columns: Barcode No; DOC Description (Official Name); Custodial Area; Manufacturer; Model; Useful Life; Acquisition date; Total acquisition cost; accumulated depreciation; Net Book Value; System Catalogue (e.g. Ships). The Net Book Value of capitalized assets in this listing should agree to the capitalizable property balance in PBC	Excel	Interim 2	6/29/2009	Glenda Patrick	NOAA			
A01-C	A) Personal Property		A1-A (Capitalized personal property financial reports) for Q3 (March 12 to June 12)	PDF	Interim 2	7/14/2009	Glenda Patrick	NOAA			
A03-A	A) Personal Property	1-Apr	Monthly 'adds file' of capitalized personal property additions. File includes transaction type (purchased, constructed, period), acquisition date, transaction date, project codes, \$ value. For the 9 months ending June 30, 2009	Electronic Spreadsheet	Interim 2	7/14/2009	Glenda Patrick	NOAA			
A06-A	A) Personal Property		Listing of personal property deferred maintenance, if any, as of June 12, 2009		Interim 2	7/14/2009	Glenda Patrick	NOAA			
A09-A	A) Personal Property		Heritage Assets report - as of June 30, 2009 Report should include roll-forward; listing of additions, deletions and transfers; and complete listing by line office (including accession no, description, common name, location, contact, quantity and condition).	Electronic	Interim 2	7/14/2009	Glenda Patrick	NOAA			

A02	A) Personal Property	1-Apr	Records from annual capitalized physical inventory - including: - Inventory instructions / procedures - Copy of any tracking records maintained by PPMB, of completed inventories - Copies of completed inventory certifications for a sample of custodial areas that KPMG will select and provide during July	Paper & Electronic (tracking log needed electronically)	Interim 2	7/31/2009	Glenda Patrick	NOAA			
A01-D	A) Personal Property		A1-A (Capitalized personal property financial reports) for Q4 (June 12 to Sept 12)	PDF	Final	9/22/2009	Glenda Patrick	NOAA			
A06-B	A) Personal Property		Listing of personal property deferred maintenance, if any, as of September 12, 2009		Final	9/29/2009	Glenda Patrick	NOAA			
A01-E	A) Personal Property		A1-A (Capitalized personal property financial reports) for Q5 (Sept 12 to Sept 30)	PDF	Final	10/6/2009	Glenda Patrick	NOAA			
A03-B	A) Personal Property	1-Apr	A03-A (PP 'monthly adds file' for the 3 months ending September 30, 2009	Electronic Spreadsheet	Final	10/6/2009	Glenda Patrick	NOAA			
A09-B	A) Personal Property		A9-A (Heritage assets report) as of September 30, 2009	Electronic	Final	10/6/2009	Glenda Patrick	NOAA			