Document Number Format

When attaching supporting documentation to asset records in Sunflower, it is essential that you use the formats below. This is to ensure that future searches based on the document number will be successful.

When recording a document number in the asset record for the purpose of reconciling a payment listed on the Un-reconciled Payments Report (UPR), be sure to use the format for the document number exactly as it appears on the UPR.

Legend:	N – character (number or letter)	A – letter	9 – number
	J – Julian day	F – fiscal year	M – month
	D – day	Y – calendar year	^ – space

Document Type	Form	Example
Purchase Order Purchase Order (Recurring) Contract	Use format appearing on the UPR: AA999AFFAA9999 or AAFAA9999 ***DO NOT USE DASHES***	DG13302NC0169 or AB6NC0438
Email	First initial ^ and last name of sender ^ MM/DD/YY	D Bosco 09/02/02
FEDSTRIP	Activity Address Code–Julian Date–Line No 99NNNNYJJJ9999	133KFU12690002
Grant	AAYYAAA99999	NA84WCC06129
Interagency Agreement (MOU/MOA)	Agreement Number Listed on Document	NAS5–29500
Memorandum (including Found Property Certificate)	First initial and last name of sender ^ MM/DD/YY	D Bosco 09/02/02
Personal Property Control (CD–50 for transfers from other DOC Bureau) Property Transaction Request or NF 37–509	Custodial Area No. ^ – ^ MM/DD/YY	54012C201 – 09/17/02
Purchase Card (As listed on UPR or BC-704 Report)	Last 6 digits of Purchase Card No. – Transaction No. (Add a Zero to the Left) – 3 Digit Line No. (Add a Zero (s) to the Left)	065432–0078675–001
Report of Excess Property (SF–120)	Activity Address Code–Julian Date–Line No 99NNNNYJJJ9999	133KFU12690002
Report of Property Constructed (NF 37–6)	First initial and last name of person signing the form ^ MM/DD/YY	J Childs 10/09/01
Transfer Order (SF–122)	Order No. Listed in Block 1 of SF-122	