

ORGANIZATION MANAGEMENT FORM INSTRUCTIONS

The Sunflower Organization Management Form is used to request the addition, modification or retirement of an organization record. This form allows for multiple entries. To input another row, simply tab in the last cell and a new row will be created.

To modify an entry, use the *Modify Entry* section on page 2.

Please fill out all fields that are not shaded on the form on page 2. Any fields with an asterisk (*) denote a required field.

Requested By: Requester's name. Note: Only PMOs can submit requests for Custodial Areas and Property Accountability Offices.

Date: Date of request

Email: Requestor's email address

Phone: Requestor's phone number

Action: The type of request needed for the organization entry: **N** for **N**ew or **R** for **R**etire

Update: This is for modifications only. In the first row for Previous, input the current information. In the second row for Modified, input the modified information.

Organization Name: Provide the organization name

Organization Type: Type of Sunflower organization. Please refer to the following list for valid values:

- Steward – the Custodial Area
- Owner – the Property Accountability Office
- Vendor – a retailer or reseller of goods
- Carrier – a shipping company

Parent Organization: This is used to set up and maintain the hierarchy for Custodial Areas and Property Accountability Offices within a Bureau.

Primary Contact: The main point of contact for the organization. This name will be displayed in the Prop Custodian field on the asset record

Alternative Contact: The point of contact for the organization other than the primary contact

Effective Date: Date change is to be effective

Submit completed forms to the Sunflower Helpdesk (sunflowerhelpdesk@doc.gov).



ORGANIZATION MANAGEMENT FORM

Requested By: _____
 Email Address: _____

Date: _____
 Telephone Number: _____

The Sunflower Organization Management Form is used when a request to add, modify or retire an organization is needed. New entries require submission of *Organizational Contact Management Form*.

NEW/RETIRE ORGANIZATION RECORD						
Action* (N/R)	Organization Name*	Organization Type*	Parent Organization**	Primary Contact*	Alternative Contact	Effective Date*

MODIFY ORGANIZATION RECORD						
Update	Organization Name*	Organization Type*	Parent Organization*	Primary Contact*	Alternative Contact	Effective Date*
Previous						
Modified						

* denotes a required field

** this field is required if the Organization Type is a Steward or Owner