

## How to process an Excess Receival

The purpose of an Excess Receival Request is to allow Property Custodians (PCs) a direct way to initiate the process in Sunflower to dispose of NOAA owned personal property following NOAA/PPMB process. PCs will need to complete information required in the User Defined Fields (UDF) for computers, hard drives, scanners, monitors, printers, PDAs, cell phones and any asset retaining information. For vehicles and small boats under 50 ft., you will need to fill out a checklist and provide (up to 12) pictures in addition to completing the UDFs. Upon PPMB LOR approval, the request will be in Sunflower for other agencies to view for 15 days. The property will automatically roll over to GSA after 3-5 days lag time.

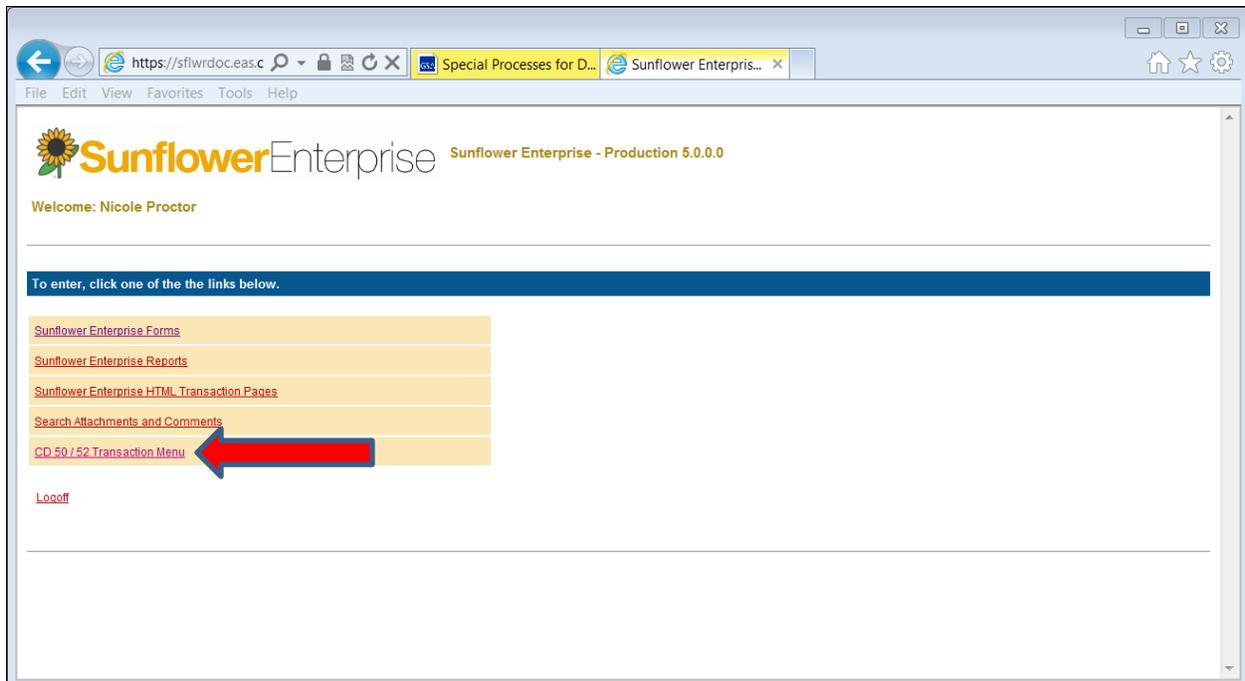
**Do not use Sunflower Excess Receival if completing a CD50/52 Request for Retirement of an Asset.**

**References:** NOAA National Disposal Plan (NNDP)

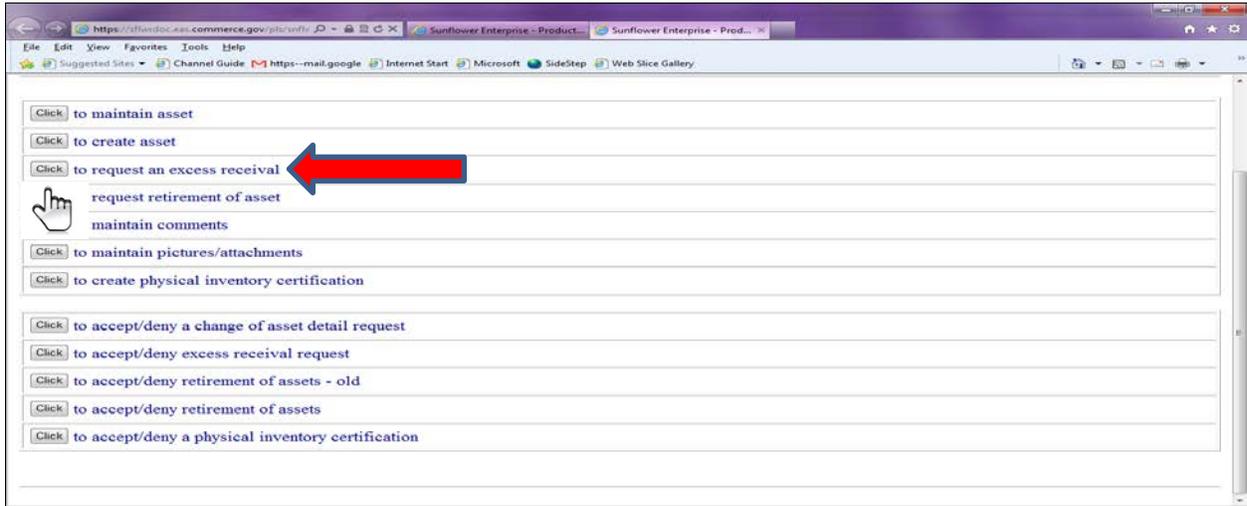
[http://www.pps.noaa.gov/excess\\_disposal\\_board\\_of\\_review/NNPD.docx](http://www.pps.noaa.gov/excess_disposal_board_of_review/NNPD.docx)

**Exhibit:** Sunflower Screenshot

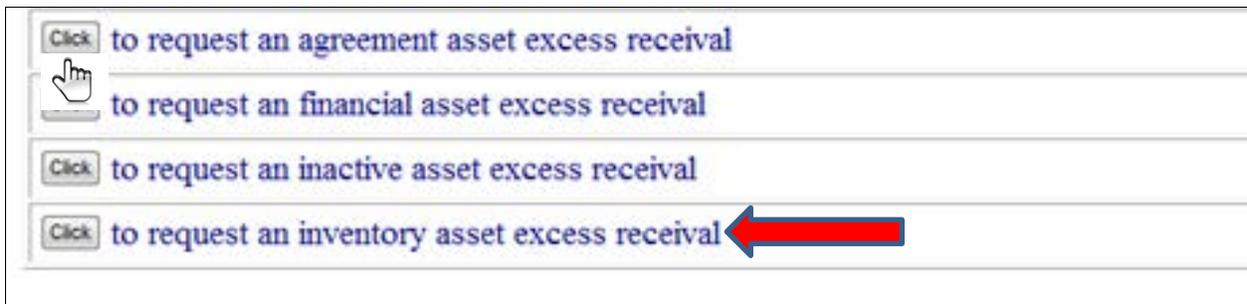
1. Log in to the Sunflower Enterprise System. Select the CD50/52 Transaction Menu.



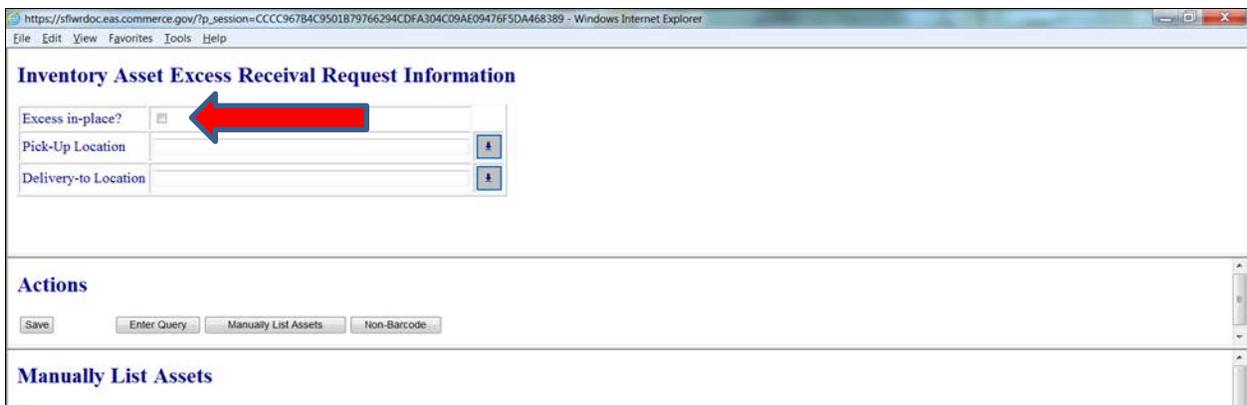
2. Select **Click** to request an excess receiveal.



3. Select **Click** to request an inventory asset excess receiveal.

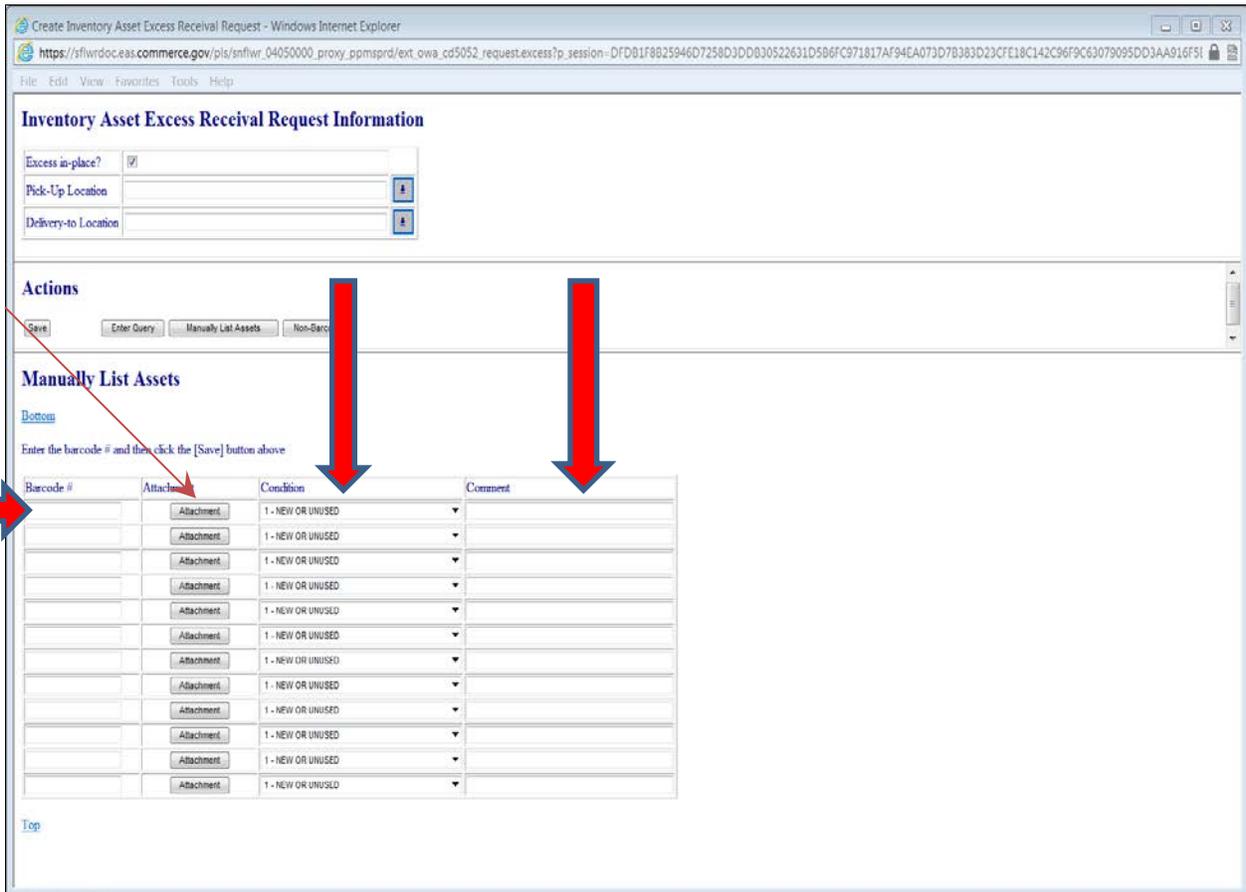


4. Check the Excess in-place checkbox:



- 5. Enter: Barcode #, current Condition code and Comment. Click on the  Attachment button to add Pictures.

**Note: Condition code should not be Scrap or Salvage.**



- 6. Verify the upload was successful.

### **Accept or Deny an Excess Receival Request**

The purpose of the Accept/Deny Excess Receival Request is so the PC can request approval from their Property Accountability Officer (PAO) and PPMB LOR. The LOR will review the request in Sunflower, to ensure all required information is completed and the photos are uploaded if necessary. Upon PPMB LOR approval, they will check the Notify box so the PC receives an email notification advising the status of the request.

The property is available for other NOAA/ DOC offices to review for 15 days. If a request for transfer does not come through from a DOC Bureau, then the information on the asset will automatically roll over to GSAXcess.

### **GSAXcess Process**

The purpose of GSAXcess is to allow personal property to be available for transfer to eligible Federal, State or Non-profit Organizations, schools through Computers for Learning, or eligible recipients through the Stevenson Wydler Act.

If the property is transferred, GSA will email a Transfer Order to the PC. GSA will request the gaining agency sign (digital acceptable) the Transfer Order and send a justification. GSA will digitally sign next and send the final Transfer Order to NOAA PC and requester. The PC will be required to have the gaining agency sign and date the Transfer Order upon pick up. The PC must also sign and date the form releasing the property. The PC should write the barcode number(s) directly on the Transfer Order for reference. A letter of written authorization is required before the time of pick up if someone other than person stated on the form is receiving the property. An email is sufficient as long as it is attached to the original email address used in correspondence between GSA and the client.

If the property is not transferred or donated, it will be made available to the general public via GSA sales. If sold, GSA will email a Purchaser's Receipt to the PC and the Successful Bidder. The PC will contact the successful bidder to schedule a pick up. At the time of pick up, the PC will have the Successful Bidder sign and date the Purchaser's Receipt as the Receiving Official and the PC (or another Federal Employee) must sign and date the Purchaser's Receipt as the Releasing Official. A letter of written authorization is required before the time of pick up if someone other than person stated on the form is receiving the property. An email is sufficient as long as it is attached to the original email address used in correspondence between GSA and the Successful Bidder. The PC should write the barcode number(s) directly on the Purchaser's Receipt for reference when the asset is retired through Sunflower.

If the property does not sell, then GSA will send an email to the PC authorizing disposal of the property according to agency policy. In all instances the PC will receive email correspondence from GSA. Upon completion of any of these actions, the PC will complete a Request for Retirement attaching all documentation.