



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
LOGISTIC OPERATIONS DIVISION,
LOGISTICS MANAGEMENT BRANCH
VEHICLE MANAGEMENT OFFICE

GSA Leased Vehicle Creation Document Information

When receiving a GSA Leased Vehicle from the designated GSA facility or marshaling point, it is the responsibility of the NOAA representative to ask for documentation for chain of custody and to be used to create a property asset record for the GSA leased vehicle in the property asset system Sunflower (SF). The following information is needed on the documentation:

Required information:

1. Ask the authorized party providing the property for GSA to annotate the document with the words "ASSIGNMENT" if it does not already appear on the document.
2. Tag Number
3. Full Vehicle Identification Number (VIN)
4. Vehicle Year, Make, Model and Color
5. Assignment Date
6. Beginning Mileage
7. Printed name and signature of NOAA representative receiving the vehicle.
8. Printed name and signature of authorized party providing the vehicle.

If the authorized party providing the property for GSA declines to provide a hard copy document, then it is the responsibility of the NOAA representative, who is the GSA POC on file, to contact their GSA Fleet Service Representative (FSR). They need to ask for an email that the vehicle lease has been assigned. The email will need the following information:

Required information:

1. Email from authorized party providing the property for GSA.
2. Within the body of the email or in the subject line the word "ASSIGNED" needs to be referenced.
3. Tag Number
4. Full Vehicle Identification Number (VIN)
5. Vehicle Year, Make, Model and Color
6. Assignment Date
7. Beginning Mileage

Upon receipt of an acceptable hard copy document or email it should be forwarded to the Property Custodian to create the asset in SF.

The link to the GSA Fleet Service Representative website is: <http://www.gsa.gov/portal/content/102134>.

If you have any questions concerning this information contact your Property Line Office Representative or the Vehicle Fleet Manager, Susan Bloomer at 301.713.3530 x142 or susan.bloomer@noaa.gov.

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