

# **Found Property Procedures**

## **Personal property found without a barcode**

1. When accountable personal property is found without a barcode label, the Property Custodian will place a barcode on the found property in accordance with the Personal Property manual. The Property Custodian will also complete an online CD-50 request to add the property to Sunflower. Property Custodians will collect supporting documentation showing how the property was acquired. This documentation could be a copy of the purchase invoice, a credit card statement, a purchase order, the delivery order or a purchase contract. It could also include documentation of a property transfer from another organization, agency, or donation.

## **Personal property found with a barcode**

1. When accountable personal property is found with a barcode label, but the barcode is not in Sunflower, the Property Custodian will complete an online CD-50 request to add the property to the Sunflower. Property Custodians will collect supporting documentation showing how the property was acquired.

**Note -The Property Custodian will reconcile all found personal property against the organization's Unreconciled Payments Report (UPR).**

## **Instructions for uploading supporting documentation in the Sunflower online CD50 Form - Create New Asset**

1. NOAA Sunflower users will need to scan and save the supporting documentation as a PDF on the user's desktop or hard drive. (Either in "My Documents" or on user's computer desk top).
2. The invoices, purchase order, contract and/or CBS bankcard statement and any other pertinent documents need to be in one PDF file. The PDF file must be saved on user's computer in order to upload into the Sunflower Create New Asset Screen. Save the file using the barcode number as the filename. For multiple Add entries, user must save one PDF file per barcode.
3. In the online CD50 Form – Create New Asset Screen, scroll down to the ATTACHMENT tab and select ATTACHMENT.
4. A pop up screen is displayed; select ADD.
5. A “Picture Upload” pop up screen is displayed; select BROWSE.
6. Search desktop or hard drive to locate the appropriate PDF file; select OPEN.

7. Select UPLOAD.

8. Once uploaded, the pop up box will display, “Successfully uploaded file FILENAME” select CLOSE.

9. A pop up box will showing the uploaded document file. The user has the option to view the file or select CLOSE.

10. The ADD form reappears; select SAVE.

The PPMB staff member will see the supporting documentation file when ADDs are reviewed in the Edit Interface. User is not required to send additional supporting documentation by hard copy if the documents are uploaded via the Create New Asset Screen.

### **Found Property with no supporting documentation**

Found property may occur in instances when the property was part of a larger barcoded system that has since been dismantled and the found property remains as a stand-alone item. If this has occurred, either 1) the larger barcoded system was excessed, 2) is unserviceable and is no longer on the property records, or 3) is pending removal. An estimate of the original value would be used as the acquisition value.

When accountable personal property is found with no supporting documentation available, the Property Custodian will prepare the **Found Personal Property Certification** (see below sample) memorandum stating that no supporting documentation is available. Upload the Found Property Certification memorandum as supporting documentation in Sunflower.

## Found Personal Property Certification

MEMORANDUM

FOR:

Personal Property Management Branch

FROM:

Property Custodian, Line Office, Location

SUBJECT:

Found Personal Property Certification

1. Date of find:

2. Property Custodian:

3. Custodial Area:

4. Changes:

- Item Name:

- Barcode Number:

- Serial Number:

- Make and Model:

- Location: Bldg & Room:

- Condition:

- Value/estimated value:

I, \_\_\_\_\_ (print name), as Personal Property Custodian for NOAA office, certify that there is no acquisition documentation available for the above found personal property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date