NOAA Hand Receipt Procedures

Background

In compliance with the Department of Commerce Personal Property Management Manual, NOAA Personal Property Management Officer implemented a policy that requires all Personal Property to have the Current Users (End Users) assigned and recorded in the Property Management System (Sunflower). If the property does not have a Current User because it is not in use by anyone, then the Property Custodian should be assigned as the Current User. The Current User will sign a Hand Receipt for all assigned accountable property.

User Hand Receipt Report

User Hand Receipt Report is a Sunflower Enhanced Report designed for use as the NOAA Hand Receipt. This report replaces the NOAA form 37-40. The Property Custodian will print the User Hand Receipt Report and provide to the Current Users for signatures.

The Current Users will initial the bottom of each page of the report and sign his or her name at the end of the report. The Property Custodian will sign the reports and maintain NOAA Hand Receipts on file for inventory and audit purposes.

Creating the "User Hand Receipt Report"

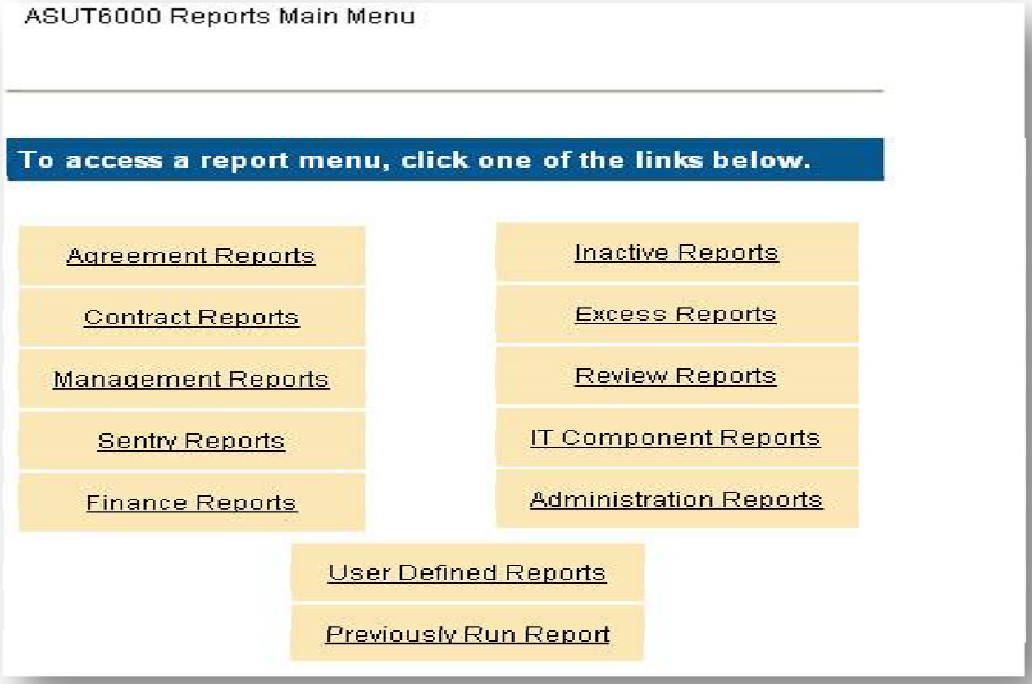
Property Custodian will login to Sunflower

Select "Sunflower Enterprise Reports"

In the Sunflower Assets Reports Menu, select "User Defined Reports"

You may be required to re-log back in with your user name and password.

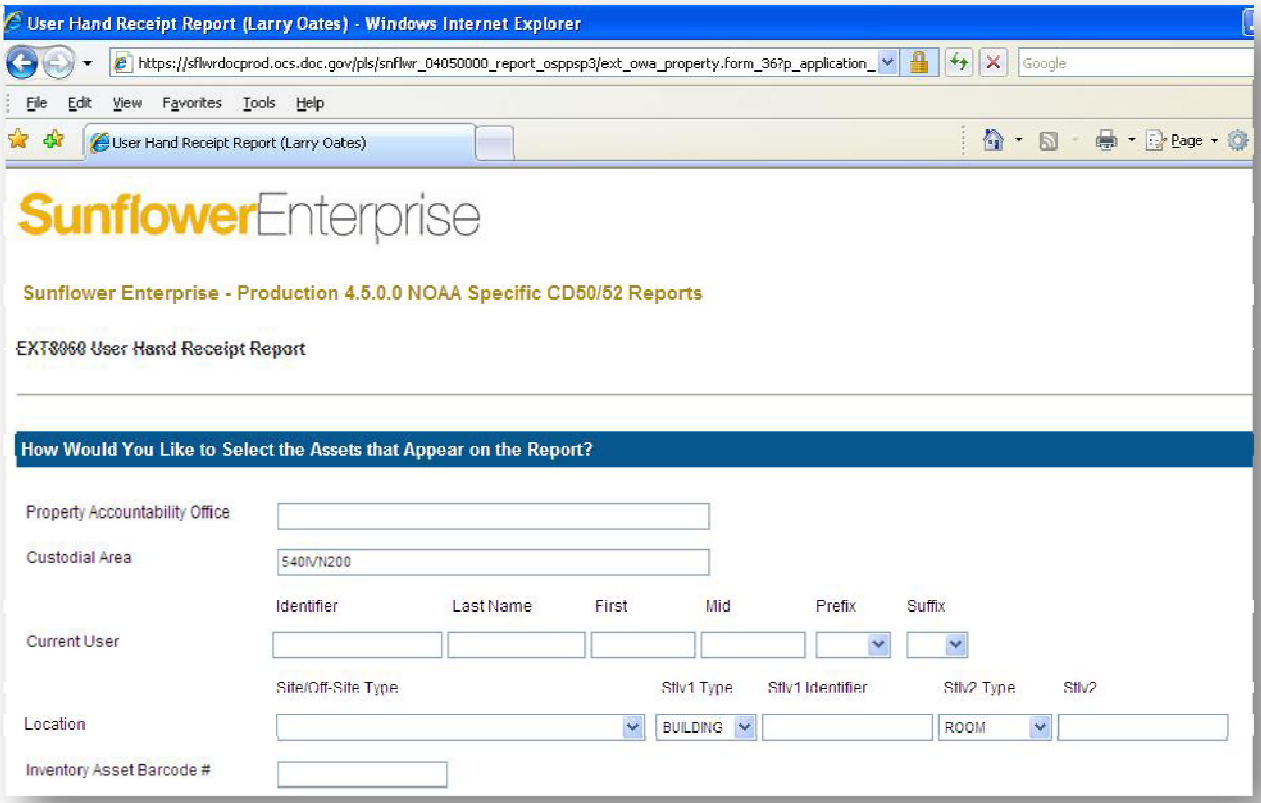
NOAA Hand Receipt Procedures



Select "DOC Reports"

PCs will select "User Hand Receipt Report"

Enter the Custodial Area Number or Enter the Current User Name



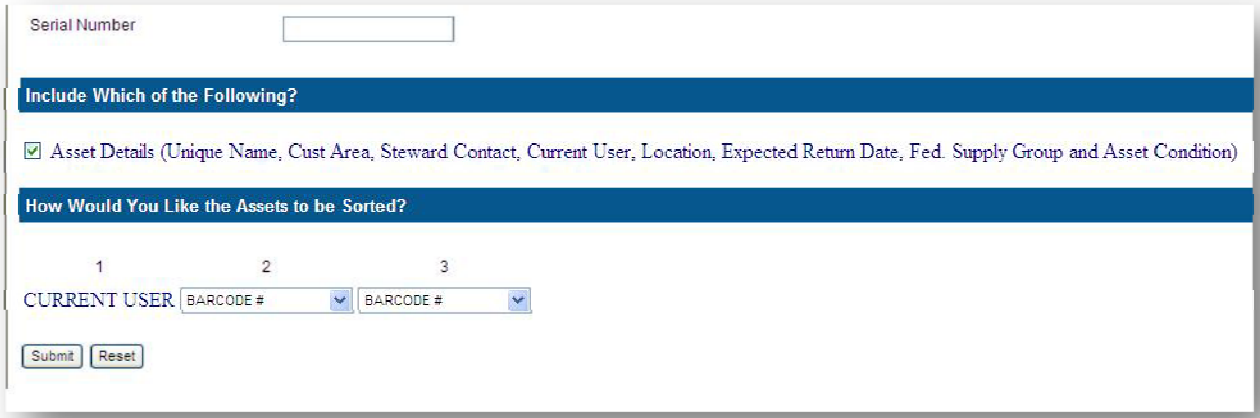
NOAA Hand Receipt Procedures

Scroll down and Click “Submit”

Select “Acrobat format”

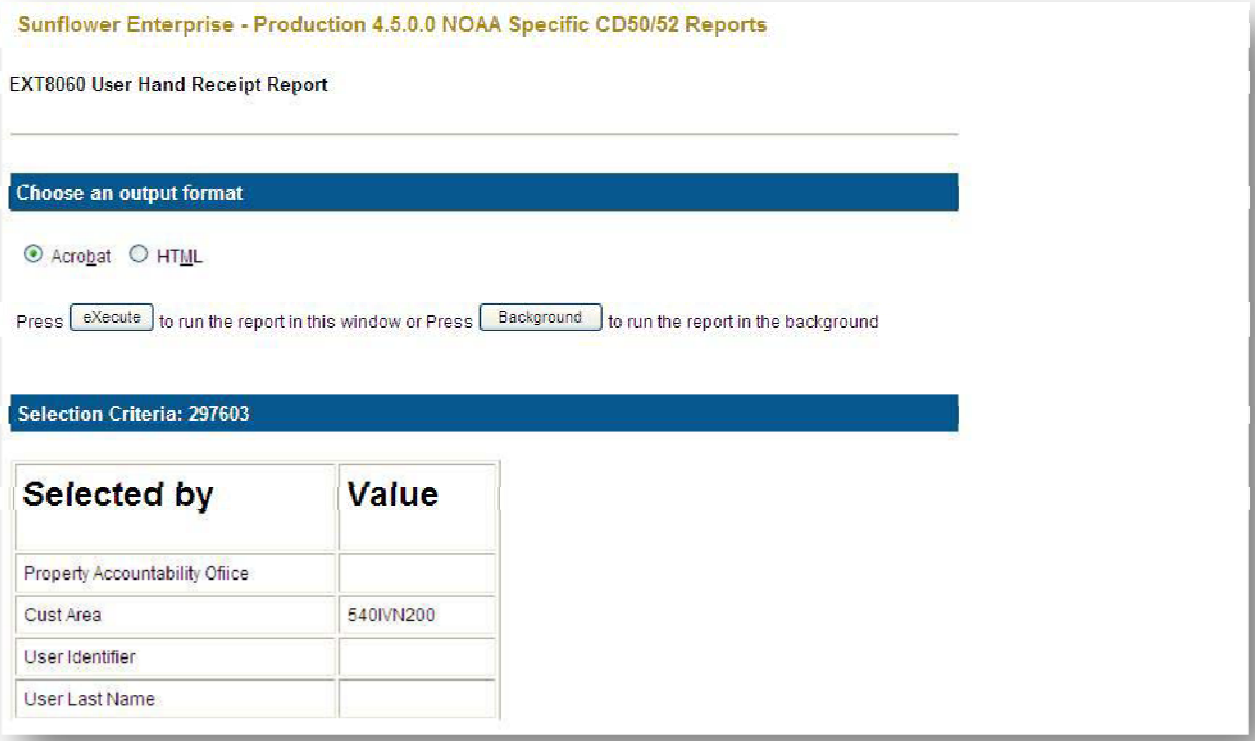
Click “Execute”

Print



Select “Acrobat format”

Click “Execute”



Print report.

NOAA Hand Receipt Procedures

Current User will initial the bottom of each page

Sunflower Enterprise
EXT8060
OATES LARRY M 264420

Personal Custody Property Record/Hand Receipt

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Barcode #	Barcode Type	Flags	Description	Manufacturer	Model Number	Serial Number	Asset Value	Eff Date
CD0000915519		S O	SCANNER, HANDHELD	INTERMEC TECHNOLOGIES CORPORATION	700C	26800500238	$ 1,804.00	12/08/2008
Unique Name :								
Cust Area : 540IVN200					Location : SILVER SPRING, MD			
Property Contact : DECKARD THOMAS C 282578					BUILDING : SSMC4 ROOM : 8163			
Current User : OATES LARRY M 264420								
Fed. Supply Group : GENERAL PURPOSE ADPE INCL. SOFTWARE, SUPPLIES AND SUPPORT								
Asset Condition : 4 USED - MAJOR REPAIRS NOT REQUIRED								
Expected Return Date :								
CD0001704326		S O	PRINTER, MULTIFUNCTION	HEWLETT-PACKARD DEVELOPMENT COMPANY, L.P.	6210	CN55ODE25H	$ 160.00	12/08/2008
Unique Name :								
Cust Area : 540IVN200					Location : SILVER SPRING, MD			
Property Contact : DECKARD THOMAS C 282578					BUILDING : SSMC4 ROOM : 8163			
Current User : OATES LARRY M 264420								
Fed. Supply Group : GENERAL PURPOSE ADPE INCL. SOFTWARE, SUPPLIES AND SUPPORT								
Asset Condition : 4 USED - MAJOR REPAIRS NOT REQUIRED								
Expected Return Date :								
CD0001753487		S O	LAPTOP	DELL INC.	LATITUDE D610	FVG2V91	$ 1,901.39	12/08/2008
Unique Name :								
Cust Area : 540IVN200					Location : SILVER SPRING, MD			
Property Contact : DECKARD THOMAS C 282578					BUILDING : SSMC4 ROOM : 8163			
Current User : OATES LARRY M 264420								
Fed. Supply Group : GENERAL PURPOSE ADPE INCL. SOFTWARE, SUPPLIES AND SUPPORT								
Asset Condition : 4 USED - MAJOR REPAIRS NOT REQUIRED								
Expected Return Date :								

The Current User and Property Custodian will complete NOAA hand receipt

Sunflower Enterprise
EXT8060
OATES LARRY M 264420

Personal Custody Property Record/Hand Receipt

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U. S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTATION
PERSONAL CUSTODY PROPERTY RECORD/HAND RECEIPT REPORT
AS OF: 02/11/2009

STATEMENT OF RESPONSIBILITY:
I, OATES LARRY M 264420 certify that I accept responsibility for all items of accountable personal property within my designated user area. I understand that as the current user of government personal property, I am responsible for the proper use, care, and safeguarding of all personal property under my possession, custody, and/or control. I understand that the personal property under my possession, custody, and/or control is used only for Government purposes, and not for personal or private use. I understand that I must notify my Property Custodian before any changes are initiated such as: transfers to another user, excess requests, and room changes. I understand that I must immediately notify my Property Custodian and supervisor of any personal property that is lost, missing, damaged, destroyed, and/or stolen under my possession, custody, and/or control. I understand it is my responsibility to return all personal property to my Property Custodian when it is no longer required for official Government purposes and/or upon my transfer or separation from the Government. I understand it is my responsibility to notify my Property Custodian, prior to removing any personal property from a Federal building, to receive a property pass, Optional Form 7. I officially accept these responsibilities and all other responsibilities outlined in the Department's Personal Property Management Manual until formally relieved.

CUSTODIAL AREA: 540IVN200

CURRENT USER:
OATES LARRY M 264420

NAME	TITLE	PHONE NO.	DATE	SIGNATURE
	IT Manager	301 713 3530	2/11/2009	Larry M Oates

PROPERTY CUSTODIAN:
DECKARD THOMAS C 282578

NAME	TITLE	PHONE NO.	DATE	SIGNATURE
	Property Custodian	301-713-3530	2/11/2009	Thomas C Deckard

The Property Custodian will maintain NOAA hand receipt for inventory and audit purposes.