Approved for Release
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Date

DEPARTMENT OF COMMERCE (DOC)
CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR ADMINISTRATION
OFFICE OF ADMINISTRATIVE SERVICES

PROPERTY BULLETIN #6, FY11

SUBJECT: Accounting for DOC Leased Vehicles in Property Systems

EFFECTIVE DATE: March 11, 2011

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: In accordance with the Department Personal Property Management Manual (PPMM), dated October 2007, Section 3.201, accountable property includes all leased personal property. Thus, all leased vehicles should be tracked and managed within the respective Bureau's Personal Property Management System (PPMS), to include vehicles leased commercially and leased through the General Services Administration (GSA). The Office of Inspector General (OIG) submitted the final report (OIG-11-004-A) on the review of the Department's internal controls for vehicle fleet management. Upon receipt of this report, it became evident that a significant portion of Department leased vehicles were not tracked within the respective Bureau's PPMS.

PURPOSE: The purpose of this property bulletin is to ensure all Property Officials (POs) are familiar with the requirements regarding maintaining asset records of all leased vehicles within its PPMS.

PROCEDURES/APPLICABILITY: Leased vehicles should be tracked and managed within a Bureau's respective PPMS, from acquisition (lease acceptance) to disposal (vehicle turn-in). Additionally, per the PPMM and Property Bulletin #5 FY10, *Proper Recordkeeping and Accounting for Property Entered into the Personal Property Management System (Sunflower)*, all supporting documentation pertaining to accountable property is to be scanned and uploaded into the PPMS. The value of the leased asset should reflect the value detailed on the lease contract. If this value is not available, the value should reflect the market value of the asset.

For Sunflower PPMS users, all leased vehicles should be entered into the Agreements Module. If Sunflower users have any questions with utilizing the Agreements Module, please contact the Sunflower Management Center at (202) 482-4110. A job aid for the Agreements Module is in development and will be distributed upon completion.

As with all accountable personal property, all updates to the status of leased vehicles should be reflected in the PPMS. If not already established, procedures should be developed to ensure property records for leased vehicles are maintained in an accurate and timely manner. Similarly, it is important to establish clear, effective communication channels with fleet managers to ensure that the property records are kept up-to-date.

REFERENCES:

- DOC Personal Property Management Manual, October 2007
- OIG Final Report, #OIG 11-004-A

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