



Approved for Release
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Date

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

OFFICE OF CHIEF ADMINISTRATION OFFICER
REAL PROPERTY, FACILITIES AND LOGISTICS OFFICE
LOGISTICS OPERATIONS DIVISION
PERSONAL PROPERTY MANAGEMENT BRANCH

PROPERTY BULLETIN #004, FY 2011

SUBJECT: Serial Number Requirement for Accountable Assets in Sunflower

EFFECTIVE DATE: December 9, 2010

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: The Department of Commerce's *Personal Property Manual* currently states that records for accountable property must contain item description, national stock number, serial number, location and cost, and other data required to support the financial accounts. It has been noted that the serial number is not always entered into Sunflower.

PURPOSE: The purpose of this bulletin is to establish requirements for Line, Staff, and Corporate Offices (L/S/CO) to record serial number for all accountable assets in Sunflower.

PROCEDURES: Property custodians should record the serial number for all accountable assets in Sunflower. In the rare occurrences when an asset does not have a valid serial number (e.g. a NOAA manufactured item), the asset's barcode number may be entered in as the supplemental serial number, SN_ with asset's barcode number, e.g. SN_CD0000123456. The Department's Personal Property Management System (PPMS) has been enhanced to ensure that information recorded is complete by requiring that the serial number be entered for each accountable property record prior to the record being successfully saved.

REFERENCES: Department Personal Property Management Manual, 3.804 Records of Accountable Property, <http://www.osec.doc.gov/oas/ppmd/ppmd/pdf/Final%20DOC%20PPMM.pdf>

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