


Approved for Release
William Garrett
System Owner, Sunflower PPMS

6/22/10
Date

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

SUNFLOWER PPMS BULLETIN # 001, FY10

SUBJECT: Sunflower Final Event Types

EFFECTIVE DATE: June 17, 2010

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: The General Services Administration (GSA) requires that all executive agencies annually submit a report on excess personal property furnished to non-Federal recipients and personal property exchanged or sold for replacement purposes. In an effort to streamline and standardize personal property excess processes and improve adherence to GSA reporting requirements, the Department of Commerce (DOC) plans to utilize the Enterprise Personal Property Management System (PPMS), Sunflower as its sole source for information pertaining to the current state and final disposition of an excess asset. Sunflower supports the paperless processing initiative by providing an electronic means for the excess reporting requirements mandated by GSA. Reporting by Final Event in Sunflower provides the Department with the necessary information for its annual reporting requirements. Thus, it is imperative that all Department officials utilize the appropriate Final Event when retiring personal property.

PURPOSE: The purpose of this property bulletin is to ensure all Department Property Officials (POs) understand the Final Event types in Sunflower and appropriately record the proper Final Event type when retiring personal property.

PROCEDURES/APPLICABILITY: This guideline shall apply to all Department POs using Sunflower to record the final disposition of an asset (i.e. Final Event). Please refer to the attached listing for a description and definition of each Final Event type and the corresponding user-defined fields (UDFs). Effective October 1, 2010, the UDFs related to the Final Events will be required, which will impact any open Final Event requests in which the UDFs are not populated. Accordingly, all Department POs are strongly encouraged to begin populating the new UDFs now, as they will be available but not required until October 1, 2010.

REFERENCES: GSA Personal Property Disposal Guide, GSA Federal Management Regulation Part 102-41/42, 41 Code of Federal Regulations 102-36, and GSA Bulletin FMR B-5

PERSONAL PROPERTY MANAGEMENT INFORMATION: William Garrett, System Owner, wgarrett@doc.gov, (202) 482-6122.

SUNFLOWER CONTACT INFORMATION: Lana El Eryan, Team Leader, Sunflower Systems, leleryan@doc.gov, (202) 482-4110.

NEW FINAL EVENT	DEFINITION	OLD FINAL EVENT	NOTES	REGULATION	Journal Event	PROPOSED USER DEFINED FIELDS	REQ ?
ABANDONED	Abandonment or destruction of property should be considered only when reuse, transfer, donation, or sale has been found to be impractical or not cost effective. Normally, abandonment or destruction should not take place until it has been demonstrated in writing that the property has no utility for the owning agency or other Federal agencies, no donation potential to an eligible U.S. donee, and no sales value even as scrap. Used electronics that have been labeled for abandonment/destruction should be recycled, following environmentally sound practices to ensure compliance with E.O. 13423. Property may be abandoned when an agency official has made a written determination that the property has no commercial value or that the cost of care, handling, and preparation for sale would be greater than the expected sales proceeds. When recycling electronics utilize Final Event type "Recycled".	ABANDONED	See proposed new disposition (final) event "Recycled"	GSA's Personal Property Disposal Guide GSA FMR PART 102-41 / 42 41 CFR 102-36	ABANDONED OR DESTROYED - CURRENT YEAR	Reason for Abandonment	Y
ASSET ABSORBED INTO ANOTHER ASSET	The "Asset Absorbed into Another Asset" should be used when an accountable property item is added to another existing DOC accountable item to be tracked as a single item (parent-child structure).	ASSET ABSORBED INTO ANOTHER ASSET				Barcode Number of Parent Asset Record (Reference Driven to existing active INV Asset Records)	Y
COMMODITY ASSET DEPLETED	NA to DOC as of December 2009	COMMODITY ASSET DEPLETED	Note: Only valid disposition for the PPMS Materials module (not currently implemented at DOC)				
CONSOLIDATED	NA to DOC as of December 2009	CONSOLIDATED	Note: Only valid disposition for the Inactive module.			Consolidated To	Y
DUPLICATE ASSET RECORD	The Duplicate disposition type should be used only when it has been determined that a property record was entered more than once for a single piece of property.	DELETE - CORRECTION	When conducting this type of disposition transaction, the duplicative item's Barcode Number (the one that will remain active in the system) will be need to be referenced.			Active Duplicate Barcode Number (Reference Driven to existing active INV Asset Records)	Y
DESTROYED	Destruction of property should be considered only when reuse, transfer, donation, or sale has been found to be impractical or not cost effective. Property may be destroyed when an agency official has made a written determination that the property has no commercial value or that the cost of care, handling, and preparation for sale would be greater than the expected sales proceeds. When recycling electronics utilize Final Event type "Recycled".	DESTROYED			ABANDONED OR DESTROYED - CURRENT YEAR	Reason for Destruction	Y
TRANSFERRED TO OTHER GOVERNMENT AGENCY	Transferring government property as a form of disposition should be used only when the property is provided to another federal or state government agency typically at no (sale) cost. When transfer occurs the logistical costs of providing the item (e.g., shipping handling, care, etc.) should be provided by the receiving government agency.	TRANSFER - TO ANOTHER AGENCY BY AGENCY	"Transfer" and "Donation" are similar in their context. The primary difference is "Donation" occurs as one of the final phases within the screening process for an asset that was declared Excess. "Transfer" typically applies to assets that were not placed through the standard screening process.	Federal Property Management Regulations, 41 CFR 101-43.	TRANSFER - CURRENT YEAR	Recipient Type: (LOVs: Other Federal Agency, GSA, State Agency, CASU)	Y
		TRANSFER - TO ANOTHER AGENCY BY GSA				Estimated Fair Market Value	Y
		TRANSFER - TO CASU				Transfer Costs (e.g., Shipping, Handling, Care)	N
		Recipient Name				Y	
		Receiving Official's Name				Y	
		Receiving Organization's Address				N	
		Recipient City				Y	
		Recipient State				Y	
Recipient Phone	N						

NEW FINAL EVENT	DEFINITION	OLD FINAL EVENT	NOTES	REGULATION	Journal Event	PROPOSED USER DEFINED FIELDS	REQ ?
RECYCLED	Used electronics and other items that have been labeled for abandonment/destruction should be recycled, following environmentally sound practices to ensure compliance with E.O. 13423.	N/A	Need to define the valid list of "Recycling Methods" for the associated UDF.	GSA's Personal Property Disposal Guide GSA FMR PART 102-41 / 42		Recycling Method (LOV)	Y
						Name of Third-Party Recycler	Y
DONATED	The 'Donated' disposition type should be used when providing excess / surplus property to a non-governmental organization. Typically, donation is the last phase of the screening cycle, following the internal agency and GSA screening phases. When donation occurs the logistical costs of providing the item (e.g., shipping handling, care, etc.) should be provided by the receiving donee organization.	DONATED - BY AGENCY	"Transfer" and "Donation" are similar in their context. The primary difference is "Donation" occurs as one of the final phases within the screening process for an asset that was declared Excess. "Transfer" typically applies to assets that were not placed through the standard screening process.		DONATED - CURRENT YEAR	Donee Type: (LOV - Computers for Learning, Disaster Relief and Emergency Assistance, Higher Learning, Research, Through GSA, To Public Body)	Y
		DONATED - COMPUTERS FOR LEARNING				Donee Organization Name	Y
		DONATED - DISASTER RELIEF & EMERGENCY ASSIST				Receiving Official's Name	Y
		DONATED - RESEARCH EQUIPMENT				Donee Address	N
		DONATED - THROUGH GSA				Donee City	Y
		DONATED - TO PUBLIC BODY BY AGENCY				Donee State	Y
DETERMINED NOT ACCOUNTABLE	The 'Not Accountable' disposition type should be used only for property items that should never have been considered an accountable or entered into the DOC PPMS.	DELETE - NOT ACCOUNTABLE				Reason Not Accountable	Y
		DELETE - MISSING				Report of Survey Conducted? (Y/N)	Y
LOST, MISSING OR STOLEN	The 'Lost, Missing or Stolen' disposition type should be used for property items that were missing and have been determined to be declared lost or stolen. This disposition type should be accompanied with a Board of Survey.	DELETE - LOST OR STOLEN			CORRECTION - DECREASE VALUE (CURRENT YEAR)	Report of Survey Number	N
						Lost/Missing or Stolen (LOV - "Lost/Missing" or "Stolen")	N
						Police Report Number	N
						Estimated Fair Market Value	Y
						Requesting Individual	N
EXCESS REDEPLOY	This final event is specific to the PPMS Excess module and represents when assets are redeployed from excess back into utilization within DOC.	EXCESS REDEPLOY	Not a valid Final Event in the PPMS Management / Inventory module			New Steward	Y
INACTIVE REDEPLOY	This final event is specific to the PPMS Inactive module and represents when assets are placed back into service after being maintained as inactive.	INACTIVE REDEPLOY	Not a valid Final Event in the PPMS Management / Inventory module			New Custodian	Y
						New Location	Y
						New Steward	Y
MATERIAL REMOVED	NA to DOC as of December 2009	MATERIAL REMOVED	Not a valid Final Event in the PPMS Management / Inventory module			New Custodian	Y
RETURNED TO SELLER	The "Returned to Seller" Final Event is to be used when items that were originally received and accepted need to be returned because it was determined not to be operationally proficient or does not match the purchased item. Items disposed with this Final Event typically will have similar items provided to replace the returned items. This Final Event type should not be used to reflect Exchange / Sale items with a manufacturer, which is its own Final Event type.	RETURNED TO SELLER	This Final Event type should not be used to reflect Exchange / Sale items with a manufacturer, which is its own Final Event type.			New Location	Y
SCRAPPED (NOT SOLD)	Scrapped is the process of decommissioning a piece of equipment to the extent its only value is its basic material content and it no longer serves any serviceable function to the organization. The disposition of "Scrapped" should not be confused with the selling of scrap material/equipment, which is a unique disposition process within the "Sold" Final Event.	SCRAPPED - NOT SOLD	The Final Event of "Scrapped" is not synonymous with the condition status "Scrap", which can be applied to accountable property items or material.		ABANDONED OR DESTROYED - CURRENT YEAR	N/A	N/A
		SCRAPPED - NOT SOLD (PP)					

NEW FINAL EVENT	DEFINITION	OLD FINAL EVENT	NOTES	REGULATION	Journal Event	PROPOSED USER DEFINED FIELDS	REQ ?					
SOLD	The "Sold" Final Event pertains to when an agency receives sales proceeds in return for property / equipment. The entity brokering the sale is captured along with the proceeds the DOC will receive from the transaction. Material or equipment that is <i>sold as scrap</i> should also utilize this disposition type and indicate as such within the "Sale's Type" field (UDF).	SOLD - OTHER THAN SCRAP BY AGENCY			CORRECTION - DECREASE VALUE (CURRENT YEAR) SOLD - OTHER THAN SCRAP (CY)	Proceeds	Y					
		SOLD - AS SCRAP				Sale's Type (LOVs: Sold As Scrap, By Agency, By GSA)	Y					
		SOLD - OTHER THAN SCRAP BY GSA				Buyer Organization Type: Other Federal Agency, State Agency, Public Body, Non-Profit, Educational, Research)	Y					
						Buyer Organization's Name	Y					
						Buyer Organization Address	N					
						Buyer Organization State	Y					
						Buyer Organization City	Y					
LEASE TERMINATED	The 'Lease Terminated' disposition event should be used when property is returned at the expiration / termination of a lease.	DELETE - LEASE TERMINATED			LEASE TERMINATION - CURRENT YEAR	Buyer Official's Name	Y					
						Buyer Official's Phone	N					
						Lease/Contract Number	Y					
						Ship To Address	N					
						Shipping Costs	Y					
						Additional Costs (Damage, Late Fees)	Y					
						Lease Expiration Date	N					
EXCHANGE/SALE OR TRADE IN	Exchange/sale means to exchange or sell non-excess, non-surplus personal property and apply the exchange allowance or proceeds of sale in whole or in part payment for the acquisition of similar property. Exchange/sale authority allows agencies to reduce the cost of replacing personal property. If personal property needs to be replaced, exchange / sale of current (non-surplus/excess) property can be conducted to apply the exchange allowance or sales proceeds to reduce the cost of similar replacement property. Trade-in generally occurs when there is a desire to replace or upgrade a non-excess item of property. During the new procurement process, a vendor may offer an exchange allowance for the old, used property item that is a direct reduction to the vendor's new property price.	DELETE - TRADE IN	Exchange / Sale' and 'Trade In' should be consolidated into a single disposition event. All industry definitions combine these as synonymous. All references by GSA and industry also combine "Exchange / Sale" together.	FMR 102-39	CORRECTION - DECREASE VALUE (CURRENT YEAR) SOLD - OTHER THAN SCRAP (CY)	Exchange Amount issued to	Y					
		SOLD - EXCHANGE SALE				Exchange Vendor's Name	Y					
						Applicable Purchase Order	N					
						Vendor's Contact Name	Y					
						Vendor's Contact Phone	Y					
						Vendor's City	Y					
						Vendor's State	Y					
						Vendor's Address	N					
		WARRANTY EXCHANGE				The "Warranty Exchange" Final Event should be used when a Personal Property item acquired under warranty is exchanged for a replacement item under the terms of the warranty.	Not Applicable - New Final Event			CORRECTION - DECREASE VALUE (CURRENT YEAR)	Warranty Number	Y
											Additional Costs Incurred? (Y/N)	Y
Costs	N											
Replacement's Barcode Number	N											