


Approved for Release
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Date

Deputy Departmental Property Management Officer

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

PROPERTY BULLETIN # 003, FY10

SUBJECT: End-User Field in the Sunflower Personal Property Management System (PPMS)

EFFECTIVE DATE: January 1, 2010

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: In accordance with the Department of Commerce (DOC) Personal Property Management Manual (PPMM), dated October 2007, Chapter 3.805, all accountable personal property must be physically signed down to the end-user level. Guidance regarding this requirement has been provided to all Bureau Property Management Officers.

PURPOSE: The purpose of this property bulletin is to formally acknowledge that the end-user field within the Sunflower PPMS is mandatory.

PROCEDURES/APPLICABILITY: This guideline shall apply to all Department Property Officials. Upon creation of a new asset record in the Sunflower PPMS, the designated Property Custodian must enter the appropriate end-user name in the "User" field. In the event that an individual end-user is not assigned to an asset, the designated Property Custodian's name shall be inputted into the "User" field of the Sunflower PPMS. Examples in which an individual end-user may not be assigned to an asset include community assets such as office copiers, fax machines and vacant workstations.

REFERENCES: DOC PPMM, dated October 2007, and the 2008 and 2009 Controls Affecting Personal Property Bubble Charts.

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