

Leased Personal Property

Overview: There are instances when renting/leasing property/equipment is more advantageous to DOC than purchasing. Effective planning considers alternate delivery options, including those that reduce the need for DOC ownership of personal property. Ownership may not always be the optimal solution, and advantages to an alternative method may include:

- increased flexibility;
- reduction for large capital expenditures; and
- decreased risk

Per DOC Personal Property Management Manual Chapter 3.201, Accountable Personal Property, “all borrowed or leased personal property” is considered accountable property, and must be entered into the Sunflower system of accountability. Guidelines for evaluating lease agreements for personal property in lieu of purchases are provided in the Federal Acquisition Regulation (FAR), Part 7.4, “Equipment Lease or Purchase.”

Types of Leases: There are several types of lease categories; for budgetary (Capital, Operating, and Lease-Purchase), and accounting requirements (Capital, and Operating). Acquisitions Officials must refer to the NOAA Acquisition and Grants Office (AGO) Personal Property Lease Handbook when completing the Lease Determination Worksheet to identify the appropriate lease type.

Procedures

1. Complete the Lease Determination Worksheet,
2. NOAA Line Office Property Officials should submit to PPMB: 1) a copy of the completed Lease Determination Worksheet, 2) a copy of the Lease Agreements, and 3) a copy of the lease payment schedule for the creation of an Agreement record in Sunflower.
3. Receive notification from PPMB that an Agreement has been created,

Enter the **CD 50 / 52 Transaction Menu**

SunflowerEnterprise Sunflower Enterprise - Production 4.5.0.0

Welcome: Repository Owner

To enter, click one of the the links below.

- [Sunflower Enterprise Forms](#)
- [Sunflower Enterprise Reports](#)
- [Sunflower Enterprise HTML Transaction Pages](#)
- [Stock Asset Management](#)
- [Search Attachments and Comments](#)
- [CD 50 / 52 Transaction Menu](#)

[Logoff](#)



4. Click to create asset



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- to maintain asset
- to create asset
- to request an excess receival
- to request retirement of asset
- to maintain comments
- to maintain pictures/attachments

5. Use the drop-down menu to select **Agreement Asset**

Interest Type*	AGREEMENT ASSET ▼	
Agreement*	AGREEMENT ASSET INVENTORY ASSET	▼
Barcode #*	<input type="text"/> Attachment <input type="text" value="0"/>	
Serial Number:*	<input type="text"/>	
Custodial Area*	<input type="text"/>	↓
Property Custodian	<input type="text"/>	
P A O*	<input type="text"/> Region* <input type="text"/>	↓
Property Contact	<input type="text"/> Name <input type="text"/>	↓
Current User *	<input type="text"/> Name <input type="text"/>	↓

6. Select Agreement name from drop-down menu

(*Required)



Interest Type*	AGREEMENT ASSET ▼	
Agreement*	▼	
Barcode #*	BP NRDA 17K3EM6--MEMORANDUM OF UNDERSTANDING BP RESPONSE 17K3NQ8--MEMORANDUM OF AGREEMENT GSA LEASE--GSA LEASE	
Serial Number:*		
Custodial Area*	<input type="text"/>	↓
Property Custodian	<input type="text"/>	
P A O*	<input type="text"/> Region* <input type="text"/>	↓
Property Contact	<input type="text"/> Name <input type="text"/>	↓
Current User *	<input type="text"/> Name <input type="text"/>	↓

- 5. Enter **Barcode #** – must begin with CD and have 10 numeric values for a total of 12 characters
- 6. Upload **Attachment**

7. Enter **Serial Number** – use the same number as the Barcode # to keep it unique
8. Enter **Custodial Area** - Accept the defaults in the pop-up window
9. Enter **Current User**
10. Enter **Location**
11. Enter **Manufacturer**
12. Enter **Model Number**
13. Select appropriate Activity Type from the drop-down menu (**Agency Leased – Capital**, or **Agency Leased – Operating**)

Manufacturer*	<input type="text"/>	
Model Number*	<input type="text"/>	
Description	<input type="text"/>	
Catalog Identifier	<input type="text"/>	
Activity Type*	AGENCY OWNED	
Activity Status*	<div style="border: 1px solid black; padding: 2px;"> AGENCY LEASED - CAPITAL AGENCY LEASED - OPERATING AGENCY OWNED CONTRACTOR OWNED GOV. PROPERTY USED BY A GOV. CONTRACTOR GOV. PROPERTY USED BY A GRANTEE LOANED FROM ANOTHER FED. AGENCY LOANED FROM OTHER THAN A FED. AGENCY OTHER - DEPRECIATION STOPPED </div>	
Condition Code*		
Acquisition Date*		
Initial Event*		
Flags		
Asset Value	\$0.00	
Document Type*		
Document #*	<input type="text"/> Storage Type* INTERNAL	NOAA

14. Enter lease start date into **Acquisition Date** field
15. Enter lease start date into **Responsibility Date** field
16. Select the appropriate **Initial Event** from the drop-down menu

