

NOAA Hand Receipt Procedures

Background

In compliance with the Department of Commerce Personal Property Management Manual, NOAA Personal Property Management Officer implemented a policy that requires all Personal Property to have the Current Users (End Users) assigned and recorded in the Property Management System (Sunflower). If the property does not have a Current User because it is not in use by anyone, then the Property Custodian should be assigned as the Current User. The Current User will sign a Hand Receipt for all assigned accountable property.

User Hand Receipt Report

User Hand Receipt Report is a Sunflower Enhanced Report designed for use as the NOAA Hand Receipt. This report replaces the NOAA form 37-40. The Property Custodian will print the User Hand Receipt Report and provide to the Current Users for signatures.

The Current Users will initial the bottom of each page of the report and sign his or her name at the end of the report. The Property Custodian will sign the reports and maintain NOAA Hand Receipts on file for inventory and audit purposes.

Creating the “User Hand Receipt Report”

Property Custodian will login to Sunflower

Select “Sunflower Enterprise Reports”



In the Sunflower Assets Reports Menu, select “User Defined Reports”

You may be required to re-log back in with your user name and password.

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ASUT6000 Reports Main Menu

To access a report menu, click one of the links below.

Agreement Reports	Inactive Reports
Contract Reports	Excess Reports
Management Reports	Review Reports
Sentry Reports	IT Component Reports
Finance Reports	Administration Reports
User Defined Reports	
Previously Run Report	

Select “DoC Reports”

PCs will select “User Hand Receipt Report”

Enter the Custodial Area Number or Enter the Current User Name

User Hand Receipt Report (Larry Oates) - Windows Internet Explorer

https://sflwrdocprod.ocs.doc.gov/pls/sflwr_04050000_report_ospsp3/ext_owa_property.form_36?p_application_

File Edit View Favorites Tools Help

User Hand Receipt Report (Larry Oates)

SunflowerEnterprise

Sunflower Enterprise - Production 4.5.0.0 NOAA Specific CD50/52 Reports

EXT8060 User Hand Receipt Report

How Would You Like to Select the Assets that Appear on the Report?

Property Accountability Office	<input type="text"/>
Custodial Area	<input type="text" value="540IVN200"/>
Current User	Identifier <input type="text"/> Last Name <input type="text"/> First <input type="text"/> Mid <input type="text"/> Prefix <input type="text"/> Suffix <input type="text"/>
Location	Site/Off-Site Type <input type="text"/> Stv1 Type <input type="text"/> Stv1 Identifier <input type="text"/> Stv2 Type <input type="text"/> Stv2 <input type="text"/>
Inventory Asset Barcode #	<input type="text"/>

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Scroll down and Click “Submit”

Serial Number

Include Which of the Following?

Asset Details (Unique Name, Cust Area, Steward Contact, Current User, Location, Expected Return Date, Fed. Supply Group and Asset Condition)

How Would You Like the Assets to be Sorted?

1 2 3

CURRENT USER BARCODE # BARCODE #

Select “Acrobat format”

Click “Execute”

Sunflower Enterprise - Production 4.5.0.0 NOAA Specific CD50/52 Reports

EXT8060 User Hand Receipt Report

Choose an output format

Acrobat HTML

Press to run the report in this window or Press to run the report in the background

Selection Criteria: 297603

Selected by	Value
Property Accountability Office	
Cust Area	540IVN200
User Identifier	
User Last Name	

Print report.

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Current User will initial the bottom of each page

Sunflower Enterprise EXT8060 OATES LARRY M 264420	Personal Custody Property Record/Hand Receipt						Page 1 of 2 02/11/2009 15:11	
Barcode #	Barcode Type	Flags	Description	Manufacturer	Model Number	Serial Number	Asset Value	Eff Date
CD0000915519		S O	SCANNER, HANDHELD	INTERMEC TECHNOLOGIES CORPORATION	700C	26800500238	\$ 1,804.00	12/08/2008
Unique Name : Cust Area : 540IVN200 Property Contact : DECKARD THOMAS C 282578 Current User : OATES LARRY M 264420 Fed. Supply Group : GENERAL PURPOSE ADPE INCL. SOFTWARE, SUPPLIES AND SUPPORT Asset Condition : 4 USED - MAJOR REPAIRS NOT REQUIRED Expected Return Date :								
CD0001704326		S O	PRINTER, MULTIFUNCTION	HEWLETT-PACKARD DEVELOPMENT COMPANY, L.P.	6210	CN550DE25H	\$ 160.00	12/08/2008
Unique Name : Cust Area : 540IVN200 Property Contact : DECKARD THOMAS C 282578 Current User : OATES LARRY M 264420 Fed. Supply Group : GENERAL PURPOSE ADPE INCL. SOFTWARE, SUPPLIES AND SUPPORT Asset Condition : 4 USED - MAJOR REPAIRS NOT REQUIRED Expected Return Date :								
CD0001753487		S O	LAPTOP	DELL INC.	LATITUDE D610	FVG2V91	\$ 1,901.39	12/08/2008
Unique Name : Cust Area : 540IVN200 Property Contact : DECKARD THOMAS C 282578 Current User : OATES LARRY M 264420 Fed. Supply Group : GENERAL PURPOSE ADPE INCL. SOFTWARE, SUPPLIES AND SUPPORT Asset Condition : 4 USED - MAJOR REPAIRS NOT REQUIRED Expected Return Date :								



The Current User and Property Custodian will complete NOAA hand receipt

Sunflower Enterprise EXT8060 OATES LARRY M 264420	Personal Custody Property Record/Hand Receipt				Page 2 of 2 02/11/2009 15:11	
U. S. DEPARTMENT OF COMMERCE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION PERSONAL CUSTODY PROPERTY RECORD/HAND RECEIPT REPORT AS OF: 02/11/2009						
STATEMENT OF RESPONSIBILITY: I, OATES LARRY M 264420 certify that I accept responsibility for all items of accountable personal property within my designated user area. I understand that as the current user of government personal property, I am responsible for the proper use, care, and safeguarding of all personal property under my possession, custody, and/or control. I understand that the personal property under my possession, custody, and/or control is used only for Government purposes, and not for personal or private use. I understand that I must notify my Property Custodian before any changes are initiated such as: transfers to another user, excess requests, and room changes. I understand that I must immediately notify my Property Custodian and supervisor of any personal property that is lost, missing, damaged, destroyed, and/or stolen under my possession, custody, and/or control. I understand it is my responsibility to return all personal property to my Property Custodian when it is no longer required for official Government purposes and/or upon my transfer or separation from the Government. I understand it is my responsibility to notify my Property Custodian, prior to removing any personal property from a Federal building, to receive a property pass, Optional Form 7. I officially accept these responsibilities and all other responsibilities outlined in the Department's Personal Property Management Manual until formally relieved.						
CUSTODIAL AREA: 540IVN200						
CURRENT USER:						
OATES LARRY M 264420	<i>Law Mungai</i>	301 715 3530	02/11/2009	<i>Larry M Oates</i>		
NAME	TITLE	PHONE NO.	DATE	SIGNATURE		
PROPERTY CUSTODIAN:						
DECKARD THOMAS C 282578	<i>Thomas C Deckard</i>	301-715-3530	02/11/2009	<i>Thomas C Deckard</i>		
NAME	TITLE	PHONE NO.	DATE	SIGNATURE		

The Property Custodian will maintain NOAA hand receipt for inventory and audit purposes.