

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 #007, FY 2011

**SUBJECT:** Guidance for Identifying and Recording the Correct Acquisition/Acceptance Date for Accountable and Capitalized Assets

**EFFECTIVE DATE:** March 24, 2011

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** Not Applicable

**BACKGROUND:** The acquisition/acceptance date is a required field when entering accountable and capitalized assets in Sunflower. The accuracy of the acquisition/acceptance date is critical to financial reporting of capitalized assets and essential in evaluating the timely processing of accountable and capitalized assets. During the internal review of accountable assets in Sunflower, it was noted that some assets did not have the correct acquisition/acceptance date. The NOAA Property Management Officer has determined that guidance should be provided for identifying the acquisition/acceptance date for both accountable and capitalized assets.

**PURPOSE:** The purpose of this bulletin is to provide guidance to the Line, Staff, and Corporate Offices (L/S/CO) for identifying and recording the correct acquisition/acceptance date when entering accountable and capitalized assets in Sunflower.

**PROCEDURES:** In Sunflower, there are separate dates to account for responsibility and acceptance of an asset. The Responsibility Date represents the date when NOAA has physical responsibility for the accountable or capitalized asset. The Acquisition/Acceptance Date represents the date when the accountable or capitalized asset is ready to be placed into service. The Acquisition/Acceptance Date is the date upon which **the asset has been received, inspected, and accepted by NOAA**. Sunflower automatically populates the Acquisition/Acceptance Date with the same date entered as the Responsibility date. The Acquisition/Acceptance Date should differ from the Responsibility Date in cases where NOAA has responsibility for the asset but the asset is not ready to be placed into service and depreciated. The property custodian must accurately note the Acquisition/Acceptance Date on the web-based CD-50 form and NOAA Form (NF) 37-509, to ensure that the date is accurately adjusted from the automated process. The Acquisition/Acceptance Date should be determined based on the following supporting documentation in order of hierarchy:

- Date identified in the Acceptance Memorandum prepared by L/S/CO
- Receiving Report<sup>1</sup> – the date recorded next to the “Signature of Authorized U.S. Gov’t Rep.” line.
- “Invoice – Receipt Certification” – date completed in the field “Date Goods Accepted”
- Date stamp on the invoice for “Receipt of Supplies or Services” stamp on the invoice
- Date recorded as “Agency Acceptance Date” on the invoice
- Other receiving report documentation which indicates the “Property Received Date”
- PPMB Line Office representatives should verify the accuracy of the acquisition/acceptance date based on the supporting documentation and follow up with the property custodian if the date is unsupported, inaccurate, or inconsistent with other documentation.

**REFERENCES:** SFFAS No. 6, Accounting for Property, Plant, and Equipment, paragraph 34. Construction Work-in-Progress Policies and Procedures, Appendix I.3, NF 37-6 and Instructions

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<sup>1</sup> When more than one Receiving Report is provided for the same asset, the acquisition date should be based on the report which has the “Shipment Number – Final” checked.