Approved for Release
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Date

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

PROPERTY BULLETIN # 005, FY09

SUBJECT: Quarterly Sunflower Roles Review Process for Bureau Property Management Officers (PMO)

EFFECTIVE DATE: October 1, 2009

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: A recent A-123 audit, *Non-financial Internal Control Review of Personal Property*, identified access controls as a deficiency within the Sunflower Personal Property Management System (PPMS). In response to this audit finding, the Department has developed a process to centralize the authorization of access to the PPMS. This process will ensure that the authorization of role access in the PPMS is properly maintained/updated.

PURPOSE: The purpose of this property bulletin is to provide a formal process for Bureau PMOs to conduct a quarterly review of the roles assigned to their respective Property Officials in the PPMS.

PROCEDURES: The Sunflower Management Center (SMC) will run a report every quarter to list the records in the Sunflower Registered Users table. This table stores the user's login information and the role(s) assigned to the user. The SMC will create a spreadsheet of the users by Bureau, and distribute the spreadsheet to the respective Bureau PMO for review. The Bureau PMO will review his/her spreadsheet, identify and annotate any changes that need to be made, and send the updated spreadsheet back to the SMC within one week of receipt. The SMC shall make the updates in the PPMS and confirm the changes are made via a HEAT ticket notification for each change. The SMC shall complete the changes within two business days of receiving the spreadsheet from the Bureau PMO.

REFERENCES: A-123, *Non-Financial Internal Control Review of Personal Property*, dated October 2, 2007.

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