


Approved for Release
William Garrett
System Owner, Sunflower PPMS

12/8/10
Date

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

SUNFLOWER PPMS BULLETIN # 001, FY11

SUBJECT: Serial Number Field Mandatory in Sunflower Personal Property Management System (PPMS)

EFFECTIVE DATE: January 1, 2011

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: In accordance with the Department of Commerce (DOC) Personal Property Management Manual (PPMM), Section 3.804, all accountable personal property must contain a serial number as part of the asset record. The Department's PPMS has been enhanced to establish this control, which will require that a serial number be entered for each accountable property record to successfully save the record. This configuration was approved by the Sunflower Change Control Committee.

PURPOSE: The purpose of this property bulletin is to formally acknowledge that the "Serial Number" field within the Sunflower PPMS is mandatory for all assets excluding commodity assets.

PROCEDURES/APPLICABILITY: This guideline shall apply to all Department Property Officials (POs) using Sunflower PPMS. Upon creation of a new asset record, the "Serial Number" field will be required. If a serial number field is blank in an existing asset record after the implementation date and the record is updated, the designated PO will be required to enter a serial number before the asset record can be saved. To maintain compliance with this policy, the Sunflower Management Center will begin conducting a quarterly review of accountable asset records where the serial number is blank, starting January 2011. A list of these records will be provided to each Bureau PMO for review. Each Bureau is responsible for updating their asset records in Sunflower by the designated suspense date provided in each quarterly review data request.

Please note that all manufactured items will have a serial number. In the event that the serial number cannot be located for a manufactured item, the designated PO should contact the manufacturer of the item for guidance on the location of the serial number on the particular item. For all non-manufactured items, the designated PO should input the applicable barcode number into the "Serial Number" field in the Sunflower PPMS.

Please also note that Sunflower PPMS will not allow a duplicate Serial Number for the same Manufacturer and Model Number.

REFERENCES: DOC PPMM, Section 3.804.

PERSONAL PROPERTY MANAGEMENT INFORMATION: William Garrett, System Owner, wgarrett@doc.gov, (202) 482-6122.

SUNFLOWER CONTACT INFORMATION: Lana El Eryan, Team Leader, leleryan@doc.gov, (202) 482-4110.