Approved for Release
Fred Fanning
Departmental Property Management Officer

2-3-09
Date

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

PROPERTY BULLETIN # 001, FY09

SUBJECT: Standardization of Useful Life and Salvage Value for Departmental Personal Property Assets

EFFECTIVE DATE: January 30, 2009

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: The Department Property Management Officer identified a need to solidify the centralization and streamlining of various personal property business processes across the entire Department. An example of those standardization practices are the useful life and salvage values, which are used to properly calculate depreciation costs of personal property assets. During the September 2008 Property Management Officers (PMOs) Meeting, recommendations were outlined and based on various data calls and meetings. The recommendations for information technology equipment are in compliance with Executive Order (E.O.) 13423, *Strengthening the Federal Environmental, Energy, and Transportation Management*. Upon conclusion of the meeting, a decision was made to approve the standardization of useful life and salvage value for all Department personal property assets by the Bureau PMOs.

PURPOSE: The purpose of this property bulletin is to standardize the useful life and salvage value of all personal property assets. This standardization will facilitate the Department's goals of streamlining personal property business processes across all Bureaus.

PROCEDURES: The useful life and salvage value associated with an asset are inherited from the Sunflower Catalog entry and maintained by the Sunflower Helpdesk. The Sunflower Help Desk shall assign the useful life and salvage value to a Catalog entry in accordance with these guidelines. Please refer to the chart listed below for a listing of Departmental standardized useful life and salvage values:

Departmental Useful Life and Salvage Value Standards

Category	Useful Life (yrs.)	Salvage Value	Federal Supply Classification (FSCs)
ADP	4	0	
PC Computers	4	0	7042
Laptop Computers	4	0	7042
Printer	4	0	7025
Copiers	4	0	3610
Fax Machines	4	0	5815
Monitors	4	0	7025
Blades	4	0	7035
Equipment (Other)	4	0	7020, 7021, 7022, 7025, 7035, 7040, 7042, 7045
Executive Furniture	7	0	7110
Heritage	12	0	N/A
Office Equipment	8	0	7435
Scientific/Technical Equipment	12	0	6605, 6625, 6630, 6635, 6640, 6650, 6660, 6670, 6675, 6680, 6685, 6695
Shop Equipment	10	0	3220, 5110, 5120, 5130, 5140, 5210, 5220
Vehicles	5	0	2310
Forward Control Bus	10	0	2310
Leased Vehicles	3	0	2310
Forklifts	15	0	5120
Pallet Jacks		0	5120

REFERENCES: E.O. 13423, Strengthening the Federal Environmental, Energy, and Transportation Management and Bureau PMOs.

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