Approved for Release
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12/13/10
Date

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

SUNFLOWER PPMS BULLETIN # 002, FY11

SUBJECT: Quarterly Sunflower Zero Dollar Value Review Process for Bureau Property Management Officers (PMOs)

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EXPIRATION DATE: Effective until canceled or superseded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 accurate cost data as part of the asset record. The Department's Personal Property Management Division and the Sunflower Management Center (SMC) have developed a process to ensure compliance with this policy/guideline.

PURPOSE: The purpose of this property bulletin is to provide a formal process for Bureau PMOs to conduct a quarterly review of zero dollar value assets assigned to their organization/accountable area within the Sunflower Personal Property Management System (PPMS).

PROCEDURES/APPLICABILITY: This guideline shall apply to all Bureau PMOs using Sunflower PPMS. The SMC will run a report every quarter to list all asset records with a zero dollar value in the Sunflower PPMS. The SMC will create a spreadsheet of the zero dollar value assets by Bureau, and distribute the spreadsheet to the respective Bureau PMO for review and update. The Bureau PMO will review his/her spreadsheet and disseminate to the appropriate Property Official to populate the correct dollar amount in Sunflower PPMS.

REFERENCES: DOC PPMM, Section 3.804

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