Approved for Release
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6/7/11
Date

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

SUNFLOWER PPMS BULLETIN # 003, FY11

SUBJECT: Bulk Purchase Initial Event and Flag in Sunflower PPMS

EFFECTIVE DATE: July 1, 2011

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: During the February 2011 Sunflower Change Control Committee (CCC) Meeting, the Office of the Secretary (OS) presented a system enhancement change request entitled, *Internal Change Request (ICR) 11-020, Bulk Purchase Initial Event and Required User Defined Fields (UDFs)* to Committee members for review and approval. This enhancement ICR was approved by the Sunflower CCC and scheduled for implementation as part of the June 2011 release. The purpose of this system enhancement is to ensure that systematic controls are in place to comply with the Department's bulk purchase policy, mandated by the Office of Financial Management (OFM). This enhancement will assist the Department in tracking and reporting property acquired on a bulk purchase.

PURPOSE: The purpose of this Sunflower bulletin is to outline the Sunflower PPMS enhancements resulting from the implementation of ICR 11-020.

PROCEDURES/APPLICABILITY: This guideline shall apply to all Department Property Officials (POs) using Sunflower PPMS.

The definition of a personal property bulk purchase is an acquisition of a large quantity of similar personal property items, where each item individually costs less than the single-asset personal property capitalization threshold. Personal property bulk purchase acquisitions are normally determined based upon the total amount of a purchase order or delivery order.

Prior to July 2011, the default initial event on an asset record in Sunflower PPMS was "Purchase", thus possibly preventing users from manually selecting a more accurate initial event type. Upon implementation of ICR 11-020, the default initial event of "Purchase" will be removed, requiring users to manually select the appropriate initial event from a list of values. When the "Bulk Purchase" initial event is selected, the user

will be required to enter the "Purchase Order Number" and "Purchase Line Number" in the required UDFs. Once the asset record is saved, the "Bulk Purchase" flag will be automatically set to "Yes."

REFERENCES: DOC OFM Bulk Purchase Policy and ICR 11-020, *Bulk Purchase Initial Event and Required UDFs*.

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