

Procedures to be followed for equipment not yet received:

A. Introduction: This policy establishes the roles, responsibilities and procedures to be followed in entering equipment acquired through NOAA-Link into Personal Property Management System (PPMS), Sunflower.

B. Objective: To ensure that all property acquired through NOAA-Link, which is the acquisition vehicle to purchase IT related equipment for all of NOAA has been officially accepted, the vendor has paid and then is accurately recorded in the NOAA Personal Property Management System. PPMS is the system of record for reporting and reconciling NOAA personal property payments to the corresponding accountable personal property records.

C. Roles and Responsibilities: Everyone who purchases or uses accountable personal property has a responsibility in property accountability.

NOAA-Link Contract COTR - The COTR has responsibility to verify with Task Manager that equipment purchased through NOAA-Link has been received prior to certification of invoice for payment. The Task Manager is the contact person on c-request. The COTR also has the responsibility to provide documentation, i.e. copy of purchase order and invoices, when request for verification of payment is made to the Task Manager.

Task Manager – The Task manager is responsible to immediately provide the Property Custodian with the documentation received from COTR.

Property Custodians (PC) – The PC have the authority and responsibility for the immediate physical custody of all personal property within their custodial area. The PC must then take action to enter the items of property into the Sunflower with documentation provided by Task Manager.

Procedures to be followed for equipment already received, but not yet entered in Sunflower:

The Task Manager should contact NOAA-Link Program Office, NOAALink.invoice@noaa.gov, and request copies of purchase order and invoices. Task Manager must provide c-request number and NOAA-Link Wish Number.