

For: FFAS Offices

State Office Property Management Information System (PMIS) Responsibilities

Approved by: Deputy Administrator, Management



1 Overview

A

Purpose

This notice provides:

- instruction to FFAS Offices about the responsibilities and maintenance of inventory records within PMIS
- a reminder about current personal property classification standards
- instructions to State Offices for updating PMIS records
- dates for conducting and completing physical inventories
- disposal instructions for old System 36 SCOAP equipment.

B

Contact

If there are questions about this notice, contact KCAO, ASD, PMB at 816-926-1714 or MSD, POB at 202-720-7005.

<p>Disposal Date</p> <p>October 1, 2002</p>	<p>Distribution</p> <p>All FFAS Offices; State Offices relay to County Offices</p>
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2 Action

A Updating Property Records

As of December 1, 2000, State Offices are:

- responsible for the following:
 - updating PMIS records for all FSA and CCC-owned capitalized and sensitive property located within the State Office and each of the County Offices
 - obtaining FSA-950's or spreadsheets containing FSA-950 information detailing County-owned capitalized and sensitive property from the County Offices

Note: **County-owned** property should not be recorded in PMIS regardless of its cost. County-owned property has been paid for using County Office administrative funds with checks cut directly from the State Office not the National Finance Center.

- required to send completed copies of FSA-951's for transfers or disposals, and property copies of purchase orders to KCAO, PMB for capitalized property only (\$5,000 and above).

KCAO, ASD, PMB shall be responsible for updating and maintaining records for APFO, KCAO, KCCO, and RMA's Offices and the support and oversight of FSA's State and County Offices.

B Classifying Personal Property

FFAS Offices are reminded that existing or new acquisitions of personal property are to be classified as 1 of the following:

- **capitalized**, if the equipment or software meets all of the following:
 - unit acquisition cost is **\$5,000 or more**
 - expected service life is 2 years or more
 - durable in nature and does not become an integral part of other equipment
- **noncapitalized**, if the equipment or software meets all of the following:
 - unit acquisition cost is **less than \$5,000**
 - expected service life is 2 years or more
 - durable in nature and does not become an integral part of other equipment
- **sensitive**, if the item is a laptop computer, camera, weapon or ammunition.

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2 Action (Continued)

C

Conducting Special Physical Inventories

State Offices are required to conduct a **biennial** physical inventory of the FSA and CCC-owned capitalized equipment in the State Office and each County Office as follows:

- from within PMIS, run the Personal Property Physical Inventory 350 Report (PROP 350) **by Accountable Officer (AO)**
- conduct a room-by-room check for all property listed on PROP 350
- make necessary additions, deletions, or modifications through manual entries on PROP 350 and ensuring appropriate documentation such as completed FSA-951's are on file to support all additions or deletions
- have AO or their designated employee sign and date **Certification Statement of the PROP 350** and retain until next physical inventory is completed
- make on-line modifications to inventory records
- complete the on-line AO Inventory Certification located under Transaction Menu **by August 31 (biennially)**.

All other FFAS Field Offices (APFO, KCAO, KCCO, and RMA) are required to conduct physical inventories of the capitalized equipment as follows:

- contact KCAO, ASD through e-mail to run and mail PROP 350 so the Field Office can begin their physical inventory
- conduct a room-by-room check for all property listed on PROP 350
- make necessary additions, deletions, or modifications through manual entries on PROP 350
- have AO's or their designated employee to sign and date **Certification Statement of the PROP 350** and retain until next physical inventory is completed
- forward **PROP 350** and documentation to support manual entries (such as FSA-951's, purchase orders, etc.) to KCAO, ASD **by August 31 (biennially)**.

KCAO, ASD shall complete the reconciliation and on-line certification of **PROP 350's** for APFO, KCAO, KCCO, and RMA Offices before **September 30**.

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2 Action (Continued)

D
Disposing of
Personal
Property

State Offices are responsible for the excess or surplus of System 36 SCOAP equipment and other personal property within the State and County Offices according to 30-AS and Executive Order 12999, Section 2 (a) which states:

“To the extent permitted by law, all agencies shall give highest preference to schools and nonprofit organizations, including community-based educational organizations, (“schools and nonprofit organizations”) in the transfer, through gift or donation, of educationally useful Federal equipment.”

Note: System 36 equipment has already been reported to DEPPC. Therefore, State Offices need not report this equipment but may proceed with using Executive Order 12999.

Property that is difficult to dispose of because of its condition, that is, cannibalized, broken, out-dated or obsolete property, can be abandoned or destroyed according to 30-AS, paragraph 238. Property should be removed from PMIS after it is transferred or donated.
