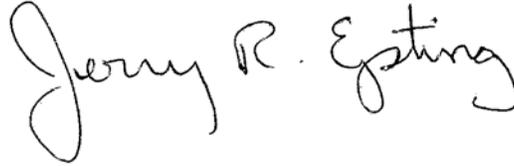


For: State Offices

Access to Corporate Property Automated Information System (CPAIS)

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

State Office Custodial Officers (CO's) are responsible for managing personal property within their State and County Offices, including updating property records and files maintained on NFC's Property Management Information System, Property (PMIS/PROP). CO's currently have read and write access to PMIS/PROP.

CPAIS will replace PMIS/PROP **after** data conversion is completed. MSD, Property Management Specialists (PMS) will have full access to CPAIS and be responsible for entering all property transactions into the system.

B Purpose

This notice informs State Offices that CO's:

- will have **read only access** to CPAIS
- shall submit property purchased with credit cards, purchase orders, receiving reports, and property adjustments (FSA-951) to MSD, Kansas City Administrative Branch (KCASB).

Note: Read only access and the change in personal property procedures will **not** be effective until CPAIS is operational. CPAIS implementation will be announced in a future notice.

| | |
|----------------------|---------------------|
| Disposal Date | Distribution |
| August 1, 2010 | State Offices |

Notice AS-2183

1 Overview (Continued)

C Contacts

If there are questions about this notice, contact either of the following MSD, KCASB, Property and Facilities Management Section (PFMS) employees:

- James (Mike) Brown by either of the following:
 - e-mail at james.m.brown@kcc.usda.gov
 - telephone at 816-926-7747
- Verda Gibson by either of the following:
 - e-mail at verda.gibson@kcc.usda.gov
 - telephone at 816-926-1517.

2 Action

A Documentation for Purchases With a Unit Price of \$5000 and Above

CO's shall provide copies of the following documents to PFMS for processing purchases with a unit price of \$5,000 and above:

- purchase order (PO)
- approval document for credit card purchases.

B Documentation for Receipt of Property Purchased Using PO or Credit Card

CO's shall provide the following information and documents to PFMS when property is received that was purchased by PO or credit card:

- signed copy of PO or credit card receiving report
- date received
- property description
- quantity received
- model number
- serial number(s)
- property location.

2 Action (Continued)

C Documentation for Property Adjustments

FSA-951 must be completed by CO and approved by Accountable Officer for adjustments for:

- property that has been:
 - transferred
 - found
 - excessed
 - abandoned/destroyed
 - lost/stolen
- the biennial physical inventory.

Note: FSA-951 is available online at <http://intra3.fsa.usda.gov/dam/ffasforms/forms.html>.

D Methods for Submitting Documents

Any of the following methods may be used to submit documentation to PFMS:

- e-mail to contacts in subparagraph 1 C
- FAX to 816-926-1782
- mail to:

Farm Service Agency
Attn: Property and Facilities Section
P.O. Box 419205
Kansas City, Missouri 64141-6205.