

EXAMPLE OF QUARTERLY PP&E ACQUISITIONS AND DISPOSALS AND LIST OF REQUIRED DATA ELEMENTS

I certify that the data on the attached worksheets represent all known PP&E acquisitions and disposals that have occurred (or became known) this quarter and that each of them are supported by the required documentation. Worksheets for each applicable category must contain all the data elements listed below.

Required Data Elements

Transaction Type: Acquisitions

Category: e.g., IT Hardware (Overseas)

DATA ELEMENT	DESCRIPTION
Property ID	Identification number assigned by the HQ (OM or OCIO).
Location	Post, RRO, or Headquarters office, as applicable.
Item Name	Keyword describing the item, e.g., server, generator, SUV.
Manufacturer	Firm which manufactured the item; the manufacturer may be, but need not be, the same as the vendor.
Description.	Model number, if applicable or additional description of the item.
Serial #	Serial or chassis number, as applicable.
Vendor	Vendor from whom the Peace Corps purchased the item.
Purchase Order (PO)	Purchase Order (and Delivery Order (DO), if applicable) on which the item was ordered.
PO/DO Date	Date the PO (or DO, if applicable) was issued.
Invoice Number	Self-explanatory.
Invoice Date	Self-explanatory.
Invoice U.S. Dollar (USD) Amount or Equivalent	As applicable, U.S. dollar invoice amount or U.S. dollar equivalent.
Invoice Local Currency (LC) Amount	LC amount, if applicable. Leave blank if purchased in U.S. dollars.
Currency	Local currency, if applicable, e.g., Malawi Kwacha.
Incidental Costs	Delivery or installation costs, if applicable. Provide in USD only. Do not include customs fees or Value Added Tax.
Asset Value	The sum of the invoice USD amount or equivalent plus the incidental costs.
In Service Date	The date the item was placed in service. If not yet in service, indicate as To Be Determined (TBD).

Transaction Type: Disposals
Category: e.g., IT Hardware (Overseas)

DATA ELEMENT	DESCRIPTION
Property ID	Identification number assigned by the asset manager (OM or OCIO).
Location	Post, RRO, or Headquarters office, as applicable.
Item Name	Keyword describing the item, e.g., server, generator, SUV.
Serial #	Serial or chassis number, as applicable.
Disposal Date	The date the item was stolen, lost, destroyed, donated, transferred, or sold.
Disposal Method	Indicate whether the item was stolen, lost, destroyed, donated, transferred, or sold.
Recipient	Identify the recipient if the item was donated or transferred. Leave blank if the item was stolen, lost, destroyed, or sold.
Receipt Number	Receipt number assigned by the Embassy or Post cashier to the proceeds of the sale. Leave blank if the item was not sold.
Receipt Date	Self-explanatory.
Receipt U.S. Dollar (USD) Amount or Equivalent	As applicable, U.S. dollar receipt amount or U.S. dollar equivalent.
Receipt Local Currency (LC) Amount	LC amount, if applicable. Leave blank if collected in U.S. dollars.
Currency	Local currency, if applicable, e.g., Malawi Kwacha.