



PROCUREMENT & PROPERTY

Office of the Chief Financial Officer

Notification of Acquired Property – Form

Overview:

- Berkeley Lab may authorize a subcontractor to acquire property for the purpose of performing work for us. The term used to describe such property is Subcontractor Acquired Property (SAP). In either case, the subcontractor is responsible for receiving, utilizing, maintaining and managing GFP and SAP in accordance with FAR 52.245-1 GOVERNMENT PROPERTY, and in some cases DEAR 970.5245-1 PROPERTY (AUG 2016) Alternate I, until the property is returned to Berkeley Lab
- This form is used by the Subcontractor to notify the University Property Management Group that property has been acquired under the existing subcontract agreement.
- All University Furnished Property and Subcontractor Acquired Property requires a High-Risk Personal Property (HRPP) Certification for Release of Transfer of Property.
- The University will conduct Restricted Party Screening of the subcontractor and authorized users of Government Property to ensure that we do not unlawfully engage with persons or organizations who may jeopardize compliance with U.S. export controls and trade sanctions regulations, and for documenting our due diligence when complying with those regulations.

Subcontractor Details:

Subcontract # / Purchase Order #

Subcontractor / Vendor Name

Official Use of Government Property Details:

Primary User Name Email Address

Alternate User(s) Name Email Address

Alternate User(s) Name Email Address

Alternate User(s) Name Email Address

Alternate User(s) Name Email Address

Mailing Address (for barcode tags):

Subcontractor: List all assets and asset details that have been acquired under this subcontract below

#	Acquisition Date	Description of Property	Manufacturer	Model	Serial Number	Asset Value	Asset Location	ECCN
1								
2								



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#	Acquisition Date	Description of Property	Manufacturer	Model	Serial Number	Asset Value	Asset Location	ECCN*
3								
4								
5								
6								
7								
8								
9								
10								

*Export Control Information: ECCN: Export Control Classification Number used in the Commerce Control List to classify U.S. exports and determine whether or not an export license is needed.

How do I find out an ECCN number?

- The Subcontractors organization's Export Control Compliance Officer
- Existing vendor quotation & order documentation (depending on the vendor)
- Contact the vendor directly

Barcode Tagging:

Items meeting LBNL / DOE barcode tagging requirements will be issued a unique Property Barcode Identifier that will be mailed to the address listed in the Official Use of Government Property Details.

The subcontractor is responsible for affixing the barcode tags to the acquired property in order to identify and track the asset.

Photo Confirmation:

Once the asset tags have been affixed to the asset, please send photo confirmation of the assets listed above to PropertyManagement@lbl.gov

Inventory:

Personal property accountability includes responsibilities for such tasks as presenting personal property for identification and tagging, ensuring the assets are on the property record and properly assigned, securing and maintaining records relating to the assets, tracking the movement of assets, recording changes in physical condition, and conducting physical inventories.

All Government Furnished and Subcontractor Acquired Property is subject to an annual inventory in accordance with the annual Inventory Plan.



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