

U.S. ARMY ENGINEER DISTRICT, BUFFALO
Finance & Accounting Office
1776 Niagara Street
Buffalo, NY 14207

STANDARD OPERATING PROCEDURES
No. 37-7-2

4 May 1999

PRIP DOCUMENTATION

1. Purpose: To define the responsibilities and process for creating and maintaining PRIP asset files.

2. References:

a. Commander's Guide to CFO, dated 11 Dec 98, PRIP Obligations/Documentation on page 20

b. CERM-BA memo dated 7 Jan 99, subject: Revolving Fund Asset Documentation for Chief Financial Officer's Reports (Capital Investment Policy Memo #1)

3. Responsibilities:

a. The PRIP Manager prepares an Eng Form 3013 upon start of each new PRIP acquisition/construction project and forwards to the Project Manager with a copy to F&A.

b. Finance and Accounting (F&A) Branch will establish separate PRIP asset files upon start of each new PRIP project.

c. Upon completion of acquisition/construction the Project Manager will sign and forward the Eng Form 3013 through the PRIP Manager to F&A for inclusion in the asset file. The Eng Form 3013 should provide the useful life of the asset as well as the CEFMS work item to be used for the operating expenses.

d. F&A will annotate the Eng Form 3013 with actual final costs and place the asset in service in CEFMS. The F&A Officer will sign the Eng Form 3013. The original will be kept in the F&A asset file and copy will be returned to the Project Manager. A copy will also be forwarded to Real Estate or the Property Book Officer as appropriate.

e. Real Estate or the Property Book Officer, as appropriate for the type of asset, will forward a copy of the real or personal property report to show that the asset has been recorded and for inclusion in the asset file.

f. PBO will forward copies of disposal/retirement forms to F&A

4. Procedures:

a. The first folder in the file will contain a copy of the 'sdipr' report run as of the end of the last quarterly reconciliation.

b. The asset files will be in the same order as the 'sdipr'.

c. The PRIP asset file will contain as a minimum:

(1) The original Eng Form 3013, Work Completion Report.

~~(2) Disposal/retirement~~

(2) Cost records in the form of a COEMIS database printout or other record, such as the 67D Plant Replacement and Improvement Program report, to show total actual costs in the automated financial system.

(3) CEFMS cost records, such as, the 'mcl' or 'priprpt.2.1' report.

(4) Personal Property records from Logistics, such as, disposal/retirement forms, record of DRMO sales proceeds, transfer of asset documentation, copy of the Property Book Report to show record of the asset. ✓

(5) Real Property Record, Eng Form 5012, and other real property forms, such as, quit claim deeds. REMIS report to show record of the asset.

d. Asset files will be kept 3 years after retirement, disposal, or transfer of asset.

M. Christine Mooney
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Finance and Accounting Officer