

PROPERTY MANAGEMENT INFORMATION SYSTEM (PMIS)

2753

(No. 15 January 2001)

The federal accountability system is called PMIS. All property acquired regardless of cost is entered into PMIS. Each unit will be responsible for documenting FEPP and posting it into the state automated system. When FEPP is acquired, the receiving copy must be completed and returned to the Sacramento FEPP within 60 days of the pickup notification date. If the receiving copy is not received within the 60 days, all acquisition will be suspended until the document is received.

The USFS will forward a PROP 303 PMIS Activity Report to each unit listing any current activity in PMIS every two months. All receiving, transfer or disposal copies should be kept in pending status until any changes can be verified using the PROP 303. Once the changes and additions are verified with pending documents, pending copies should be converted to completed files. Any discrepancies should be reported to the Sacramento FEPP office for correction.

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[\(see Forms or Forms Samples\)](#)