

## Policy: Fleet Management – Vehicle Receipt

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Requirements for receiving a vehicle

#### 1. Purpose

The purpose of this policy is to describe FNAL's requirements for vehicle receiving including data entry into the computerized financial management and asset management systems.

#### 2. Scope / Applicability

This policy applies to all personnel and operations involved with receiving fleet vehicles for FNAL business.

#### 3. Policy

**3.1.** Vehicles shall be inspected/reviewed prior to acceptance and data entry.

**3.1.1.** Vehicles may be delivered directly from the seller or picked-up by FNAL personnel.

**3.1.2.** Vehicle inspection ensure the property is in new condition and no damage is present.

**3.1.3.** Vehicles specifications are verified against the purchase order.

**3.2.** All vehicles received by FNAL are tracked in computerized systems.

**3.2.1.** Vehicle information shall be entered into the computerized financial management system following verification.

**3.2.2.** Relevant vehicle information shall be entered into the computerized asset management system upon receipt.

**3.2.2.1.** The computerized financial management system transfers pertinent vehicle information into the computerized asset management system upon entry.

**3.2.2.2.** Additional vehicle-specific data may be required and this information is entered by Vehicle Maintenance staff into Fermilab's computerized asset management system.

#### 4. Responsibilities

**4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS- Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources and implementation of procedures in support of this policy.

**4.3. The Fleet Manager and Receiving Department staff** are responsible for implementation of this policy.

**5. Definitions**

*Receipt* - a written acknowledgment of having received, or taken into the Laboratory's possession, a specified amount of goods, products etc.

**6. Resources / Supporting Documents**

**6.1. Regulation:** 41 Code of Federal Regulations (CFR) 102-34.140 – What records do we need to keep on U.S. Government license plates?



**6.2. Procedure:** Fleet Management – License Plates

**6.3. Desk Procedure:** Entering a PO Receipt

**7. Revision History**

Version Number	Date	Author	Change Summary
0		Brian Niesman	First Issuance

**8. Approvals**

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	Joe Pygott, UID:pygott  Digitally signed by Joe Pygott, UID:pygott Date: 2019.03.05 10:03:53 -06'00'
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky  Digitally signed by Karen Kosky, UID:kkosky Date: 2019.03.05 16:52:59 -06'00'