Procedure: Fleet Management – Vehicle Receipt

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

Requirements for receiving a vehicle

1. **Purpose**

   The purpose of this procedure is to define FNAL's processes regarding receiving new vehicles including entry of vehicle data into FNAL's computerized financial management system which pushes pertinent data to the laboratory's computerized asset management tracking system.

2. **Procedure**

   2.1. **The Fleet manager** (or designated staff) receive new vehicles when FNAL takes possession of them.

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

      2.1.2. Prior to acceptance, ensure the vehicle is in new condition with no damage.

      2.1.3. Verify the order specifications against the vehicle to ensure it is a complete match

      2.1.4. Coordinate with the Receiving Department to provide vehicle information necessary for the proper receiving of a vehicle.

   2.2. **FESS Receiving staff** inspect vehicles prior to receipt. Refer to "Entering a PO Receipt" desk procedure for additional guidance.

      2.2.1. Once the purchase order information is verified, enter vehicle make, model and serial number information into the computerized financial management system.

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

      2.2.3. Place an FNAL property tag on the vehicle's dashboard in a noticeable location.

   2.3. **Fleet manager or vehicle maintenance staff** complete the data entry into the computerized asset management tracking system by adding detailed specifications as appropriate**.**

3. **Definitions**

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

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4. Responsibilities

    4.1. The Property and Infrastructure Management System Owner approves this procedure, identifies necessary resources, and oversees consistent laboratory compliance.

    4.2. The FESS-Site Services Department Head is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

    4.3. The Fleet Manager reviews and manages changes to this procedure. Implements procedures in support of this procedure.

    4.4. The Receiving Supervisor implements procedures in support of this procedure.

5. Resources / Supporting Documents
Desk Procedure: Entering a PO Receipt

6. Revision History

Version Number	Date	Author	Change Summary
0		George Davidson	First issuance

7. 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 11:34:40 -06'00'
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky	Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 05:46:56 -05'00'

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