

Procedure: Property Management – Entering PO Receipts

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

To document how the Stores Operation handles receipts

1. Purpose

This procedure outlines the steps that are performed by members of the FESS LPC Supply Services Operation for procurement of material for the Stores Operation.

2. Procedure

- 2.1. All material that is procured by the Stores Operation (ISS Integrated Stores System or FMP Facilities Management Parts) is processed through Fermilab's Computerized Financial Management System.
- 2.2. Stores Operations personnel review shipping documentation to obtain purchase order number for material that is received.
- 2.3. The Stores Operation personnel verify the quantity received for each line and compare to packing slips that accompany each shipment. For any discrepancies, review with Inventory Control Supervisor or Inventory Control Associate depending on which organization (FMP or ISS) placed the purchase order. For overages, if decision is made to keep the material the purchase order is revised. If decision to return the material refer to Return Material to Vendor Desk Procedure.
- 2.4. After quantity is verified, Stores Operation personnel enter transaction receipt into Computerized Financial Management System. Refer to Entering Receipts Desk Procedure.

3. Definitions

N/A

4. Responsibilities

- 4.1. **The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. **The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 4.3. **The LPC-Inventory Control Supervisor, Inventory Control Associate and Stores Operation Personnel** are responsible for following the guidance within this procedure.

5. Resources / Supporting Documents

5.1. Desk Procedure: Property Management – Return Material to Vendor

5.2. Desk Procedure: Property Management – Entering Receipts

6. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

7. Approvals

Title	Name	Electronic Signature
Logistics and Property Control Head	Jack Kelly	Jack Kelly, UID:jkelly <small>Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:34:23 -06'00'</small>
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky <small>Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 23:29:59 -05'00'</small>