

## Procedure: Property Management – Identification and Marking of Personal Property

<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

### How Fermilab Identifies and Marks Personal Property

#### 1. Purpose

The purpose of this procedure is to address how personal property is identified, categorized and added to Fermilab's computerized asset management tracking system.

#### 2. Procedure

FESS LPC assigns classifications and unique identifiers, when appropriate, and manages the data in Fermilab's computerized asset management tracking system. The LPC Department executes the following steps to appropriately identify and mark property assets.

- 2.1. Run a screening report on the previous day's procurements to identify procurements containing accountable or administratively controlled property. (See *Desk Procedure - Screen Property*.)
- 2.2. Update purchase order lines to record that asset(s) need to be added to Fermilab's computerized asset management tracking system. (See *Desk Procedure – Update Property*.)
- 2.3. Process receipts into the computerized financial management system
  - 2.3.1. Add required information (asset identifier, manufacturer, model and serial number) to the computerized financial management system which pushes pertinent data to Fermilab's computerized asset management tracking system for assets flagged by FESS LPC through an updated property form (See *Desk Procedure – Entering a PO Receipt*).
  - 2.3.2. High Risk Personal Property and property containing precious metals are marked according to additional marking requirements. For more information see Procedure: Property Management – High Risk Personal Property and Procedure: Property Management – Responsibilities for Custodians of Precious Metals
- 2.4. Oversee continuous run of the computerized asset management tracking system process which automatically uploads property assets. FESS LPC verifies that the asset(s) have been uploaded or fix any records with errors. (See *Desk Procedure – Maintain Inventory Assets and Edit Inventory Asset Interface Records*.)

### 3. Definitions

N/A

### 4. Responsibilities

**4.1. The Property and Infrastructure Management System Owner** approves this procedure, identifying the 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.

### 5. Resources / Supporting Documents

**5.1.** Desk Procedure – Screen Property

**5.2.** Desk Procedure – Update Property

**5.3.** Desk Procedure – Entering a PO Receipt

**5.4.** Desk Procedure – Maintain Inventory Assets

**5.5.** Desk Procedure – Edit Inventory Asset Interface Records

### 6. Revision History

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

### 7. Approvals

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	Jack Kelly, UID:jkelly <small>Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:26:59 -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 06:05:22 -05'00'</small>