

## Procedure: Property Management – Methods of Personal Property Acquisition

<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

### Methods for acquiring personal property

#### 1. Purpose

The purpose of this procedure is to describe FNAL's processes for acquiring excess, federally-owned personal property or using alternative procurement opportunities.

#### 2. Procedure

Exceptions to these procedures must be approved by the FNAL Property and Infrastructure Management System Owner and, as appropriate, by the Department of Energy. FNAL custodians that need to procure assets to meet the mission of the Laboratory work with the Finance Section Procurement Department to enter a purchase order agreement.

##### 2.1. Review Prior to Acquisition

Requestors review federally-owned excess property sources prior to the acquisition of new assets. Upon request, the Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) department provides detailed instructions and assistance.

##### 2.2. Excess Property Sources

**2.2.1. DOE and Federal Agency excess** - Fermilab personnel can access the General Services Administration (GSA) GSAXcess Program. Requestors search the GSAXcess system for available excess personal property.

**2.2.2. Gifts to Fermilab** - All gifts of personal property are accepted on a case by case basis and must be made through and with the approval of the Department of Energy.

##### 2.3. Alternative Procurement Strategies -

Requestors may obtain property on loan or in support of DOE mission from other DOE contractors, universities, collaborating institutions, etc.

**2.3.1.** Requestors coordinate with FESS LPC to plan for the receipt of property from other institutions.

**2.3.2.** FESS LPC assists requestors to produce supporting documentation in conjunction for the acquisition which requires coordination with DOE property and other institutions.

**2.3.3.** FESS LPC creates an agreement in Fermilab’s computerized asset management tracking system to track incoming loans of property.

**2.3.4.** FESS LPC periodically follows up with requestors until disposition when either the property is returned to the institution, or accountability is transferred.

**3. Definitions**

N/A

**4. Responsibilities**

**4.1. The Property and Infrastructure Management System Owner** is responsible for approving this procedure and ensuring consistent laboratory compliance with this procedure.

**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. Custodians that are procuring assets** obtain approval from Division / Section to procure assets to meet the mission of the Laboratory. When practical use of the GSA excess system reduces spending funds and is required as first source of supply unless justification can be provided.

**4.4. Procurement Department** enters into agreements with suppliers to obtain property in cost-effective manner.

**4.5. FESS – Logistics and Property Control** assists custodians in obtaining property off GSA Excess System and follows up with custodians for alternative procurement options as required.

**5. Resources / Supporting Documents**

N/A

**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 09:27:16 -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 06:09:21 -05'00'</small>