

## Policy: Fleet Management – Vehicle Receipt

Personal Property Manual Section	2103
Revision	1
Effective Date	16 SEP 2024
Regulatory Assurance System	Property and Infrastructure
Owner	Property and Infrastructure Requirement Assurance System Owner
Review Cycle	Every 3 years

### 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 logistics and property control personnel involved with receiving fleet vehicles.

### 3 Policy

- 3.1 Upon arrival of the vehicle, the receiving personnel must perform a visual inspection to identify any visible damages or discrepancies. This includes checking for dents, scratches, missing parts, or any other irregularities.
- 3.2 Vehicle specifications are verified against the purchase order.
- 3.3 If any damage or discrepancy is observed, it must be immediately reported to the FNAL Fleet Manager and documented in writing with accompanying photographic evidence.
- 3.4 After inspection, the receiving personnel shall enter vehicle information into the computerized financial management system (i.e., Oracle eBS).
- 3.5 The computerized financial management system (i.e., Oracle eBS) transfers pertinent vehicle information into the computerized asset management system (i.e., Sunflower) upon entry. The receiving personnel shall then review the computerized asset management system (i.e., Sunflower) to ensure the data was transferred accurately.

### 4 Responsibilities

- 4.1 **Property and Infrastructure Requirement Assurance System Owner** approves this policy, identifying necessary resources, and overseeing consistent laboratory compliance.
- 4.2 **Logistics & Property Control Department Head** implements and manages changes to this policy by assigning appropriate resources and implementation of procedures in support of this policy.
- 4.3 **Receiving Staff** have the responsibility to adhere to the provisions of this policy and associated procedures.

4.4 **FNAL Fleet Manager** maintains this policy; and develops and implements procedures in support of this policy.

**5 Definitions**

5.1 **Receipt.** A written acknowledgment of having received, or taken into the laboratory’s possession, a specified amount of goods, products etc

5.2 **Sunflower.** A commercial computerized asset management system used at the laboratory for accountability and regulatory compliance for personal property, IT assets, materials, vehicles, sensitive assets, etc.

5.3 Acronyms

- CFR** Code of Federal Regulations
- DOE** Department of Energy
- FNAL** Fermi National Accelerator Laboratory
- FRA** Fermi Research Alliance, LLC

**6 Authorities**

6.1 Prime Contract No. DE-AC02-07CH11359 CLAUSE I.66 - FAR 52.251-2 INTERAGENCY FLEET MANAGEMENT SYSTEM VEHICLES AND RELATED SERVICES (JAN 1991)

6.2 Prime Contract No. DE-AC02-07CH11359 CLAUSE I.129 - DEAR 970.5245-1 PROPERTY (AUG 2016) (ALTERNATE I) (AUG 2016)

**7 Revision History**

Version Number	Date	Author	Change Summary
0	03/04/2019	George Davidson, FNAL Fleet Manager	First Issuance
1	09/01/2024	Jenny Thorson FNAL Fleet Manager	Updates as result of FY22 audit findings.

**8 Approvals**

Title	Name	Electronic Signature
Property and Infrastructure Requirement Assurance System Owner	Mark T. Jeffers	