

Procedure: Fleet Management – Vehicle Receipt

Revision	1
Effective Date	16 SEP 2024
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

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 personal property management system.

2 Procedure

2.1 DOE- Owned Vehicles

- 2.1.1 The Fleet manager (or designated staff) receive new FNAL government owned vehicles when FNAL takes possession of them.
- 2.1.2 Vehicles may be delivered directly from the seller or picked-up by FNAL personnel.
- 2.1.3 Prior to acceptance, ensure the vehicle is in new condition with no damage.
- 2.1.4 Verify the order specifications against the vehicle to ensure it is a complete match.
- 2.1.5 Coordinate with the Receiving Department to provide vehicle information necessary for the proper receiving of a vehicle.
- 2.1.6 ISD Receiving staff inspect vehicles prior to receipt.
- 2.1.7 Once the purchase order information is verified, enter vehicle make, model and serial number information into the computerized financial management system.
- 2.1.8 The computerized financial management system transfers pertinent vehicle information into the personal property management system upon entry.
- 2.1.9 The Receiving report information form will then be submitted to the DOE Fleet Manager at the CSC which will then generate a U.S. Government license plate to be assigned and shipped to FNAL Fleet Manager

- 2.1.10 Place an FNAL property tag on the vehicle's dashboard in a noticeable location.
- 2.1.11 Vehicle is given to custodian.

2.2 GSA Leased Vehicles

- 2.2.1 The Fleet manager (or designated staff) receive new GSA Leased vehicles when FNAL takes possession of them.
- 2.2.2 Vehicles may be delivered directly from the seller or picked-up by FNAL personnel.
- 2.2.3 Prior to acceptance, ensure the vehicle is in new condition with no damage.
- 2.2.4 Verify the order specifications against the vehicle to ensure it is a complete match.
- 2.2.5 Fleet manager or vehicle maintenance staff complete the data entry into the personal property management system by adding detailed specifications as appropriate.
- 2.2.6 FNAL Fleet Manager or designee will notify DOE CSC Fleet Manager upon arrival and receipt of either DOE FNAL Owned or GSA Leased Vehicles.
- 2.2.7 Vehicle is given to custodian.

1 Definitions

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

Acronyms

CFR	Code of Federal Regulations
DOE	Department of Energy
FNAL	Fermi National Accelerator Laboratory
GSA	General Services Administration
CSC	Consolidated Service Center

2 Responsibility

- 2.1 **Property and Infrastructure Requirement Assurance System Owner** approves this procedure, identifies necessary resources, and oversees consistent laboratory compliance.
- 2.2 **ISD-Site Services Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

- 2.3 **FNAL Fleet Manager** reviews and manages changes to this procedure.
Implements procedures in support of this procedure.
- 2.4 **Receiving Supervisor** implements procedures in support of this procedure.

3 Resources / Supporting Documents

Form: Receiving Report form

4 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.

5 Approvals

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