

## Procedure: Property Management – Entering PO Receipts

<b>Personal Property Manual Section</b>	5202
<b>Revision</b>	1
<b>Effective Date</b>	16 SEP 2024
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Requirement Assurance System Owner
<b>Review Cycle</b>	Every 3 years

### 1 Purpose

This procedure outlines the steps that are performed by members of the ISD 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, an MMR is completed for Traffic Department to ship back.
- 2.4 After quantity is verified, Stores Operation personnel enter transaction receipt into Computerized Financial Management System.

### 3 Definitions

#### Acronyms

ISD	Infrastructure Services Division
LPC	Logistics and Property Control
ISS	Integrated Stores System
FMP	Facilities Management Parts
MMR	Material Move Request

#### 4 Responsibility

**The Property and Infrastructure Requirement Assurance System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.

**ISD-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

**LPC-Inventory Control Supervisor, Inventory Control Associate and Stores Operation Personnel** are responsible for following the guidance within this procedure.

#### 5 Resources / Supporting Documents

N/A

#### 6 Revision History

Version Number	Date	Author	Change Summary
0	03/04/2019	Jack Kelly, Logistics & Property Control Department Head	First Issuance
1	09/01/2024	Kevin Coppert, Logistics & Property Control Department Head	Updates as result of FY22 audit findings.

#### 7 Approvals

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