

# INDIAN AFFAIRS MANUAL

Part 23  
Chapter 5

Property Management  
Receipt of Property

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**1.1 Purpose.** This chapter establishes policy and procedures for processing Receiving Reports and Goods Receipts for goods acquired by Indian Affairs (IA) under simplified acquisition or schedule ordering procedures. Formal receiving documents are not required for micro purchases of non-sensitive items made by purchase card.

Property received by IA personnel must be recorded on a Receiving Report (Bureau of Indian Affairs (BIA)-4311 form) to: (1) provide a record of receipt, (2) provide a document of entry to the records and accounts in the Financial and Business Management System (FBMS), and (3) provide an audit trail.

**1.2 Scope.** This policy applies to all offices under the Assistant Secretary - Indian Affairs (AS-IA), including offices reporting to the AS-IA, the BIA, and the Bureau of Indian Education (BIE).

**1.3 Policy.** It is IA's policy to document the receipt of all personal property, regardless of the method of acquisition (including purchase card transactions) or source, and to prepare such receiving documents immediately upon completion of inspection, acceptance, and receipt procedures. This includes, but is not limited to, property which is acquired from commercial sources; fabricated in Federal Government shops; donated; recovered; or obtained by transfer from another Federal Government agency.

## **1.4 Authorities.**

### **A. Statutes and Regulations.**

- 1) P.L. 81-152, Federal Property and Administrative Services Act of 1949, as amended
- 2) 41 CFR 101, Federal Property Management Regulations
- 3) 41 CFR 102, Subchapter B, Federal Management Regulation (FMR) - Personal Property
- 4) 48 CFR 1, Federal Acquisition Regulation (FAR)

### **B. Guidance.**

- 1) FAR Subpart 13.4 – Fast Payment Procedure
- 2) FAR 52.212-4 Contract Terms & Conditions - Commercial Items
- 3) 410 Departmental Manual (DM) 1 – 2: Personal Property Management

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- 4) Interior Property Management Directive (IPMD)114-60.5 - Receipt of Property & Services

### 1.5 Responsibilities.

- A. **Deputy Assistant Secretary – Management (DAS-M)** is responsible for administering this policy.
- B. **Directors, BIA and BIE** ensure this policy is implemented across their programs and offices in compliance with all applicable laws, regulations, policies, and procedures.
- C. **Deputy Bureau Director, Office of Justice Service (OJS), BIA** ensures this policy is implemented throughout OJS offices in compliance with all applicable laws, regulations, policies, and procedures.
- D. **BIA Regional Directors** are responsible for implementing this policy and related procedures, and for providing advice and guidance on day-to-day property operations to the offices they support and their management.
- E. **Director, Office of Facilities, Property, and Safety Management (OFPSM), DAS-M** provides oversight of the IA Property Management Program, and serves as the IA Property Management Officer (PMO).
- F. **Chief, Division of Property Management, OFPSM** is responsible for implementation and oversight of this policy across IA regional offices and the Central Office.
- G. **Awarding Officials and/or Contracting/Grants Officers** are responsible for reviewing and validating that requisitions have been signed/certified by the Regional Property Officer (RPO).
- H. **Accountable Property Officer (APO)**, in concert with a senior manager(s), will designate an individual and one alternate (where necessary) as the Receiving Officer (RO) for property received at the program/office location.
- I. **RPO** is responsible for:
  - 1) designating an individual(s) to receive all accountable and sensitive property at each location in their area of accountability;
  - 2) reviewing the Receiving Report and the supporting documents; and
  - 3) ensuring that property is encoded in the FBMS once the Receiving Report has been processed. The asset receipt date will be the date entered in FBMS when recording the asset.

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**J. Requisitioner** is a program/office employee responsible for:

- 1) requesting the procurement of a service and/or a broad range of products, supplies, and equipment for Federal Government use;
- 2) tracking the status of requisitions, contracts, and orders using automated or manual files and contacts with vendors, supply technicians, inventory managers, etc.; and
- 3) coordinating with the RPO to ensure that the Universal Product Code (UPC) is correct, and completing the Receiving Report in the FBMS.

**K. RO** is responsible for:

- 1) receiving all incoming shipments, and physically inspecting and inventorying the received property to ensure the quantity ordered has been delivered and the articles received adhere to the ordered asset's specifications;
- 2) completing the Receiving Report; and
- 3) providing the completed Receiving Report to the Custodial Property Officer (CPO) for signature and any other appropriate actions.

Under no circumstance will the employee designated as the RO for accountable and sensitive property be the same individual who makes the procurement award or processes the payment. Designations must be in the official position description, by memorandum, or another written document. Purchase card holders will normally be the RO for their own purchases, unless otherwise directed by their office.

**L. CPO** is responsible for:

- 1) reviewing and signing the acceptance portion of the Receiving Report;
- 2) providing a completed copy of the Receiving Report and packing slip to the requisitioner;
- 3) issuing the property to the cognizant employee using a DI-105, Receipt for Property form; and
- 4) maintaining accountable records for property received and issued.

### 1.6 Definitions.

**A. Accountable Property** is non-expendable property with a useful life of two years or more for which detailed accountability or property control records are maintained, and which may or may not be charged to a general ledger control account. Accountable property includes system-controlled, bureau-managed, capitalized, non-capitalized, leased, and contractor-held property.

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- B. Goods Receipt** is the documentation that confirms that a customer has received the goods they paid for, and serves as a record that the business has been paid. Goods Receipts are used as receiving documentation. This documentation is inputted on the BIA-4311 Receiving Report form for the assets being delivered or received.
- C. General Services Administration (GSA) Product Service Codes (PSC)** are used by the United States government to describe the products, services, and research and development purchased by the Federal Government.
- D. Non-Accountable Property** is non-sensitive property with a normal life expectancy of less than two years and an acquisition cost of less than \$300. It is generally consumed in the normal course of its use or becomes an integral part of another item.
- E. Non-Expendable Property** is property which has a continuing use; is not consumed in use; is of a durable nature with an expected service life of two or more years; has an acquisition cost of \$300 or more; or is identified as sensitive property.
- F. Receiving Report** is the Goods Receipt information inputted on the BIA-4311 form.
- G. Requisition** is a formal request for obtaining a product or service, typically initiated by a Federal Government agency or business. The requisition process typically requires the use of standardized documents, known as requisition forms, to maintain an audit trail along the way; today most of these are electronic forms.
- H. Universal Product Code (UPC)** is a code used to describe a product, service, and/or research and development purchased by the Federal Government.
- I. Sensitive Property** is property which is controlled, regardless of value, by detailed property accountability records and is determined to be sensitive because of its high probability of theft, misuse, or misappropriation; or because it has been designated as “sensitive” by management. Sensitive property designated by IA includes weapons, vehicles, trailers, tablets/iPads, tasers, laptops, Central Processing Units (CPUs), Radio Communication Equipment (RCU), ballistic vests, ammunition, and explosives.

### 1.7 Procedures.

Basic receiving principles should guide the receipt of Federal Government property and must be observed when assigning responsibilities related to this function. These principles include:

- 1) **Acknowledging Receipt.** The RO is responsible for the inspection and receipt of personal property and for ensuring required documentation is processed. All incoming

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shipments will be physically counted and inspected to ensure the quantity ordered has been delivered and that articles received adhere to the specifications of the ordered assets. Apparent defects or damages to the property will be noted on the Receiving Report at the time of inspection. The signature of the RO serves as the certification that the property or services listed therein have been received; it also serves as the basis for the expenditure of Federal Government funds.

- 2) **Issuing the Property.** Accountability for property will be maintained during the receipt process. Once any property/goods are received, the RO will notify and issue the goods to the Requisitioner/CPO. Property will be accompanied by the BIA-4311 Receiving Report purchase card receipt for sensitive property, or any other supporting documentation that can be used as evidence for the receipt of an asset. The Requisitioner/CPO will acknowledge the receipt by signing the Receiving Report and noting the goods as having been received in the FBMS. The RO will provide one copy of the Receiving Report to the Requisitioner/CPO and one copy to the RPO.
- 3) **Establish Initial Responsibility for Property.** The RPO and CPO are required to maintain records of all accountable property. The CPOs are required to sign a DI-105, Receipt for Property form for the accountable property under his/her area of responsibility. Other property received which is placed in storage/stock for future use will be receipted for by the employee having immediate responsibility for the storage area or stockroom.

### 1.8 Reports and Forms.

- 1) Form BIA-4311 Receiving Report is the form used by IA to document the receipt and acceptance of goods and services. This form is located on the IA Online Forms webpage here: <https://www.bia.gov/policy-forms/online-forms>
- 2) DI-105 Receipt for Property form is the Department of the Interior (DOI) form used for assigning asset accountability to the end user of all accountable property. This form is located on the DOI webpage here: <https://www.doi.gov/eforms> (click on the “Official Files for Production” link).

### Approval

**JASON FREIHAGE** Digitally signed by JASON  
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Jason Freihage  
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