

INDIAN AFFAIRS MANUAL

Part 27
Chapter 14

Financial Management
Proceeds from the Sale of Motor Vehicles

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- 1.1 **Purpose.** This chapter establishes accounting procedures for proceeds received from the sale of motor vehicles through the General Services Administration (GSA).
- 1.2 **Scope.** This policy applies to all Indian Affairs (IA) programs and offices under the authority of the Assistant Secretary-Indian Affairs (AS-IA), including the AS-IA offices, the Bureau of Indian Affairs (BIA) and the Bureau of Indian Education (BIE).
- 1.3 **Policy.** It is the policy of IA to comply with Federal laws, regulations, and policies regarding accounting procedures and internal controls for proceeds received from the exchange or sale of motor vehicles through the GSA.
- 1.4 **Authority.**
 - A. **Statutes and Regulations.**
 - 1) 40 U.S.C. § 503, Exchange or sale of similar items
 - 2) 41 CFR Part 102-39, Replacement of Personal Property Pursuant to the Exchange/Sale Authority
 - 3) Internal Revenue Service Manual 1.14.4 Personal Property Management
 - B. **Guidance.**
 - 1) 412 DM 1, Motor Vehicle Management
- 1.5 **Responsibilities.**
 - A. **Deputy Assistant Secretary - Indian Affairs (Management) (DAS-M)** is responsible for the development and control of related policies and procedures, compliance with government regulations, oversight, monitoring, and program reviews within IA.
 - B. **Chief Financial Officer (CFO)** is responsible for working with IA management to establish internal controls, policies, and procedures.
 - C. **Division of Financial Reporting and Analysis (OCFO-FRA)** is responsible for providing guidance on the line of accounting and the accounting posting models. OCFO-FRA is also responsible for transferring all unused sales proceeds to Treasury's Miscellaneous Receipt Fund XXXA3845BC at the end of the following fiscal year subsequent to the sale of the property as required in 41 CFR § 102-39.80.

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D. Division of Property Management (DPM) is responsible for preparing and submitting a summary report of IA's exchange/sale transactions each fiscal year to GSA, as required in 41 CFR § 102-39.85. DPM will issue a data call in December of each year using the GSA Reporting Tool website that is used to reconcile all of IA's exchange/sale transactions and creates the summary report.

E. Regional Property Officers (RPOs) are responsible for reviewing and approving form SF-126, Report for Personal Property for Sale. When replacement vehicles are ready to be acquired, the RPOs must ensure the replacement vehicles listed are correctly and properly identified before obtaining the final approval from the Bureau Fleet Manager and submitting to GSAXcess (<https://gsaccess.gov/>).

The Vehicle Acquisition and Justification forms are used when requesting an agency owned, commercial leased, or GSA leased vehicle. The form is located on the IA Online Forms website: <https://www.bia.gov/WhoWeAre/AS-IA/ORM/OnlineIAForms/index.htm>. The Vehicle justification must designate whether it is a new vehicle acquisition or a replacement vehicle; and must also include the replaced vehicle's license plate number, mileage, make, model, Vehicle Identification Number (VIN), reason for replacement, and location of where the replacement vehicle will be stored (e.g., garage, lot, etc.).

The RPOs submit the Vehicle Acquisition and Justification forms to the Bureau Fleet Manager for final approval, and are responsible for attaching the forms in the Financial Business Management System (FBMS) on the Asset Record.

F. Bureau Fleet Managers are responsible for approving the SF-126 forms generated from Central Office, and the Vehicle Acquisition and Justification forms for replacement vehicles from all program offices and locations. Once approved, the Bureau Fleet Manager will return the forms to the RPOs for attachment in FBMS, on both the Purchase Request and the Asset Record. Bureau Fleet Managers may leverage the vehicle justification transaction in FBMS to fulfill this requirement.

G. Program Office Personnel are responsible for completing form SF-126. The SF-126 must include the commercial description and condition of the equipment, vehicle checklist, and any other supporting documentation, including vehicle pictures.

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Forms generated at the regional or agency level must be sent to the RPO for approval. Once approved by the RPO (for forms generated from Regional or Agency offices) or the Bureau Fleet Manager (for forms generated from Central Office), program office personnel must input the asset into the GSAXcess and ensure the Property Type is listed as an Exchange/Sale (if applicable).

If program office personnel do not have access to GSAXcess, they may work with their RPO for inputting the asset into GSAXcess. Program office personnel must attach the approved SF-126 form to the Purchase Request in FBMS when ordering a replacement vehicle.

- H. **Regional Office Budget Personnel** are responsible for entering the correct line of accounting on the SF-126, monitoring transactions, compiling documentation to accurately identify and track vehicle sales, acquisition, and compliance with the replacement process.
- I. **OCFO Accounting Operations (AO) Personnel** are responsible for posting collections received from sales proceeds. Copies of the Inter-Governmental Payment and Collection (IPAC) system paperwork, purchaser's receipt, and other supporting documentation must be attached to the clearing document in FBMS.

1.6 Procedures.

The following procedures ensure that proceeds received from the exchange of sale of vehicles are posted in the FBMS accounting system correctly.

- A. To sell a vehicle, form SF-126, Report of Personal Property for Sale (available on GSA website: <https://www.gsa.gov/portal/forms/type/SF>), must be completed and submitted to GSA. Upon selling the vehicle, GSA deposits the proceeds, minus their selling fees, to the account listed on the form SF-126, and provides IA with a purchaser's receipt documenting the sale of the vehicle. The RPO will transmit the purchaser's receipt to the Program Office.
- B. Collections for vehicles sold must be posted in FBMS by AO personnel, using the Regional Cost Center, and the following corresponding funds and functional areas, with GL Accounts 5900.XVEHS and 1310.A0000. To track funding availability for sales proceeds, the budget source year should always reflect the fiscal year in which the vehicle was sold; which coincides with the date when GSA issues the IPAC. For example, for FY 2017 sales, the fund code used should be 178A2100FF, 17XA5240FF, 17XA5648FF or 17XA1125FF, depending upon the program.

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Fund	Functional Area	Functional Area Description
YYYA2100FF	A06671010.999900	Proceeds – Sale Property/Equipment
YYXA1125FF	AF6906000.999900 AF6907000.999900	Fire – Sales Proceeds
YYXA5240FF	A5A000000.999900	Irrigation – Sales Proceeds
YYXA5648FF	A5B000000.999900	Power System – Sales Proceeds
XXXA3845BC	A6A384500.999900	Sale of Personal Property

C. The sale of property is deemed final upon receiving payment through IPAC from GSA.

Approval



James N. Burckman
Acting Deputy Assistant Secretary – Indian Affairs (Management)

MAY 5 2017

Date