

INDIAN AFFAIRS MANUAL

Part 27

Financial Management

Chapter 14

Proceeds from the Sale of Personal Property and Motor Vehicles

Page 1

1.1 Purpose. This chapter establishes the process and responsibilities of accounting and financial reporting for the proceeds received from the sale of motor vehicles and personal property through the General Services Administration (GSA).

1.2 Scope. This policy applies to all bureaus and offices under the authority of the Assistant Secretary-Indian Affairs (AS-IA)¹, 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 Indian Affairs (IA) to comply with applicable federal laws, regulations, and policies regarding accounting procedures and internal controls for proceeds received from the exchange or sale of personal property and motor vehicles through the GSA Personal Property Management System (PPMS).

1.4 Authority.

A. Statutes and Regulations.

- 1) 40 U.S.C. § 503, Exchange or sale of similar items
- 2) 41 CFR Part 102-38 and 39, Sale of Personal Property, and Replacement of Personal Property Pursuant to the Exchange/Sale Authority
- 3) 41 CFR Part 102-34, Motor Vehicle Management

B. Guidance.

- 1) 412 DM 1, Motor Vehicle Management

1.5 Responsibilities.

A. Deputy Assistant Secretary – Management (DAS-M) is responsible for the general oversight of policies and procedures related to property management and financial management to ensure compliance with government regulations, oversight, monitoring, and program reviews within IA.

B. Bureau Directors, Office Directors, and Regional Directors are responsible for assigning and providing oversight of their property officers, fleet managers, program and budget personnel on managing their respective personal property and motor

¹ Although the Bureau of Trust Funds Administration (BTFA) falls under the scope of the AS-IA, BTFA contracts financial management services with the Interior Business Center (IBC) and follows Departmental and GSA policy and guidance for excess property and vehicle disposal and is therefore excluded from this policy.

INDIAN AFFAIRS MANUAL

Part 27

Financial Management

Chapter 14

Proceeds from the Sale of Personal Property and Motor Vehicles

Page 2

vehicles in accordance with this policy.

- C. **Chief Financial Officer (CFO)** is the principal financial management advisor to the AS-IA regarding acquisition and financial management and oversight. The IA CFO oversees the Office of the Chief Financial Officer (OCFO) and is responsible for establishing and implementing accounting policy and advising IA management on establishing internal controls and processes for financial accounting and reporting for personal property and motor vehicles.
- D. **Director, Division of Financial Reporting and Analysis (FRA), OCFO** is responsible for directing the accounting and financial reporting for personal property and motor vehicles. FRA daily operations include providing guidance on the line of accounting and the accounting posting models, creating program related Work Breakdown Structures (WBS), and transferring unused proceeds to the Treasury Miscellaneous Receipts Fund (XXX43220RR) at the end of the following fiscal year after the sale of the property as required in 41 CFR 102-39.80. FRA is also responsible for transferring the proceeds of sales to the applicable program fund listed in Table II under section 1.7 of this policy upon request for personal property or vehicle replacement.
- E. **Chief, Branch of Personal Property Management (BPPM), Office of Facilities, Property and Safety Management (OFPSM)** 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.
- F. **Regional Property Officers (RPOs) and Accountable Property Officers (APOs)** are responsible for reviewing and approving SF-126 "Report of Personal Property for Sale" submissions or listing property for sale directly in GSA PPMS, ensuring items are correctly identified as exchange/sale when applicable. An RPO/APO submits requests in GSA PPMS on behalf of program offices seeking to acquire used vehicles or equipment. When replacement personal property or vehicles are needed, an RPO/APO is responsible for submitting the "Vehicle Acquisition Justification" form to the Bureau Fleet Manager for final approval before acquisition.
- G. **Bureau Fleet Managers** are responsible for reviewing and approving SF-126 forms from Central Office and the "Vehicle Acquisition Justification" form for all program offices; and after approval, returning the forms to an RPO/APO for attachment in the Financial and Business Management System (FBMS) on the Purchase Request and Asset Record. Bureau Fleet Managers may use the vehicle justification transaction in FBMS to meet this requirement.
- H. **Program Office Personnel** are responsible for completing the SF-126 or providing

INDIAN AFFAIRS MANUAL

Part 27

Financial Management

Chapter 14

Proceeds from the Sale of Personal Property and Motor Vehicles

Page 3

information for a GSA PPMS listing when selling personal property, including the item description, condition, fair market value, vehicle checklist, and supporting documents. They must obtain the correct line of accounting from the Regional Budget Office. All SF-126 forms or GSA PPMS listings must be sent to an RPO/APO for approval and submission to GSA. For replacement property or vehicles, personnel must attach the approved SF-126 or “Purchaser’s Receipt to Custodian for Sale” to the Purchase Request in FBMS.

- I. **Regional Budget Office (RBO) Personnel** are responsible for providing the correct line of accounting for the SF-126 or GSA PPMS submissions and monitor transactions to ensure accurate tracking of property and vehicle sales, acquisitions, and compliance with replacement requirements.
- J. **Division of Accounting Operations (AO) Personnel, OCFO** are responsible for posting collections received from sales proceeds from GSA; and ensuring copies of the Inter-Governmental Payment and Collection (IPAC) system paperwork, purchaser’s receipt, and other supporting documentation are attached to the clearing document in FBMS.
- K. **Office of Budget and Performance Management (OBPM)** are responsible for recording anticipated budget authority for replacement purchases.

1.6 Standards, Requirements, and Procedures.

The following procedures ensure that proceeds received from the exchange of the sale of property and vehicles, and the purchase for replacement property through GSA are posted in the FBMS accounting system correctly.

- A. OCFO FRA creates a WBS for sale proceeds corresponding with the appropriate program, annually, and ensures the new WBS code is distributed to OCFO AO.
- B. To sell a vehicle or personal property, an RPO/APO or Program Office must complete an SF-126 or enter a listing directly into GSA PPMS. Property may be listed in PPMS without an SF-126 unless the sale is manually reported. RBO personnel will provide the correct line of accounting for the SF-126 or PPMS entry. The applicable WBS is applied during the IPAC process and should not be entered on the SF-126 or in PPMS.
- C. Upon selling the vehicle or personal property, GSA transfers the proceeds—minus applicable selling fees—using the information as identified in the agreement with the seller. The seller then provides IA with the “Purchaser’s Receipt to Custodian for Sale” documenting the transaction.

INDIAN AFFAIRS MANUAL

Part 27

Financial Management

Chapter 14

Proceeds from the Sale of Personal Property and Motor Vehicles

Page 4

- D.** OCFO AO personnel are notified of the collection of sale proceeds through the GSA IPAC process and the sales receipt, which includes the line of accounting provided by RBO personnel. The sale of property is considered final once payment is received through IPAC from GSA. OCFO AO personnel will assign the appropriate WBS to the line of accounting based on the fiscal year of collection and the programs listed in Table I under section 1.7 of this policy. Cash collections from the sale of personal property or vehicles must be posted in FBMS by OCFO AO personnel under the two General Ledger (GL) accounts: 101000GCC0 and 241000AR00. Collections are recorded to the funds center provided by RBO personnel, functional area A6A384500.000000, and clearing fund XXXA3845BC. To track sales proceeds availability, OCFO AO personnel assign a WBS reflecting the fiscal year and program in which the IPAC payment is received, consistent with the programs listed in Table I under section 1.7. For example, FY 2026 Operation of Indian Programs (OIP) proceeds use fund code XXXA3845BC, the appropriate Regional Cost Center, functional area A6A384500.000000, and WBS AX.267A2100FF.SALES.
- E.** To acquire replacement personal property or vehicles, an RPO/APO must submit the “Vehicle Acquisition Justification” form to the Bureau Fleet Manager for final approval. The form is located on the IA Online Forms website: [Acq-Justification-Form 2019-12-16 508.pdf](#).
- F.** When replacement property or vehicles are identified, programs may use the proceeds outlined in section 1.6 C. To do so, an RPO/APO must submit the purchase request or GSA PPMS documentation, along with proof of the original sale, to OCFO FRA. Sale proceeds are only available for replacement purchases through the close of the following fiscal year, after which any unused funds must be transferred to Treasury.
- G.** For a replacement purchase, OCFO FRA will request the anticipated budget authority needed for the purchase from OBPM, which will record the amount using GL 4210000000/4590000000; an RBO/ABO will provide the line of accounting (excluding a WBS).
- H.** Upon receipt of purchase request for replacement vehicles, OCFO FRA transfers the sale proceeds to the appropriate program fund and functional area listed in Table II under section 1.7, using GL accounts 131000A000/590000XVEH and 101000GCC0/131000A000. A WBS is not required for this transfer. Once completed, OCFO-FRA notifies the RPO/APO that funding is available for the purchase.

OCFO FRA will transfer all unused sales proceeds in clearing fund XXXA3845BC to Treasury’s Miscellaneous Receipt Fund XXXA3220RR at the end of the following fiscal year after the sale of the property as required in 41 CFR 102-39.

INDIAN AFFAIRS MANUAL

1.7 Collection of Proceeds Tables.

Table I – Posting Collections of Proceeds by Program

Program	Fund	Functional Area	Functional Area Description	WBS
Clearing for OIP Property Sales	XXXA3845BC	A6A384500.000000	Sales of Personal Property	AX.YYYA2100FF.SALES
Clearing for Fire Property Sales	XXXA3845BC	A6A384500.000000	Sales of Personal Property	AX.YYXA1125FF.SALES
Clearing for Irrigation Property Sales	XXXA3845BC	A6A384500.000000	Sales of Personal Property	AX.YYXA5240FF.SALES
Clearing for Power Property Sales	XXXA3845BC	A6A384500.000000	Sales of Personal Property	AX.YYXA5648FF.SALES
Clearing for OIEP Property Sales	XXXA3845BC	A6A384500.000000	Sales of Personal Property	AX.YYYA2106FF.SALES

Table II – Transfer from Collections of Proceeds (XXXA3845BC) for Property/Equipment Replacement by Program

Program	Fund	Functional Area	Functional Area Description
OIP	YYYA2100FF	A06671010.000000	Proceeds- Sale Property/ Equipment
Wildland Fire	YYXA1125FF	AF6906000.000000 & AF6907000.000000	Fire- Sales Proceeds
Irrigation	YYXA5240FF	A5A000000.000000	Irrigation- Sales Proceeds
Power	YYXA5648FF	A5B000000.000000	Power- Sales Proceeds
OIEP	YYYA2106FF	A06617000.000000	Proceeds Sale Prop Equip - BIE

Approval

JASON BRUNO Digitally signed by JASON BRUNO
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10/06/26

Jason M. Bruno
Deputy Assistant Secretary – Management

Date