

INDIAN AFFAIRS MANUAL

Part 27

Financial Management

Chapter 14

Proceeds from the Sale of Personal Property and Motor Vehicles

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1.1 Purpose. This chapter establishes accounting procedures for 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 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 personal property and 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 102-38 and 39, Sale of Personal Property, and 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 - Management (DAS-M) is responsible for the general oversight and development of policies and procedures related to financial management, compliance with government regulations, oversight, monitoring, and program reviews within IA.

B. Chief Financial Officer (CFO) is responsible for overseeing the Office of the Chief Financial Officer (OCFO) and working with IA management to establish internal controls, policies, and procedures related to financial management and accounting 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, creating program related Work Breakdown Structures (WBS), and transferring unused

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proceeds to the Treasury Miscellaneous Receipts fund (XXXA3220RR) at the end of the following fiscal year after the sale of the property as required in 41 CFR 102-39.80. OCFO-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.

- D. Branch of Personal Property Management (BPPM)** 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.
- E. Regional Property Officers (RPOs)** are responsible for reviewing and approving SF-126, Report for Personal Property for Sale or listing property for sale directly to the GSAXcess website and ensuring the property type is listed as an exchange/sale, if applicable, prior to submission to GSA. The RPO is responsible for submitting requests through GSAXcess (<https://gsaccess.gov/>) on behalf of Program Office Personnel if the program is looking to acquire used vehicles or equipment listed on GSAXcess. When replacement personal property or vehicles are ready to be acquired, the RPOs must submit the Vehicle Acquisition and Justification forms to the Bureau Fleet Manager for final approval prior to the acquisition.
- 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 the Financial and Business Management System (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 or providing the information for a GSAXcess listing for personal property for sale. The program office personnel must provide the following information on the SF-126 form: the commercial description and condition of the equipment, Fair Market Value, vehicle checklist, and any other supporting documentation, including vehicle photographs. The program office personnel is responsible for contacting the Regional Budget Office Personnel to obtain the correct line of accounting to enter onto the SF-126 form or GSAXcess listing. The SF-126 forms or GSAXcess listings generated by the Program Office at the regional or agency level must be sent to the RPO for approval and submission to GSA. When ordering replacement personal property or vehicles, program office personnel must attach the approved SF-126 form or the "Purchaser's Receipt to Custodian for Sale" documentation to the Purchase Request in FBMS.
- H. Regional Budget Office Personnel** are responsible for providing the correct line of

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accounting on the SF-126 or for GSAXcess submissions, monitoring transactions, compiling documentation to accurately identify and track property and vehicle sales, acquisition, and compliance with the replacement process.

- I. **Division of Accounting Operations (OCFO-AO)** is responsible for posting collections received from sales proceeds; 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.
- J. **Central Budget Office Personnel** are responsible for recording anticipated budget authority for replacement purchases.

1.6 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, the RPO or program office must complete an SF-126, Report of Personal Property for Sale (available on GSA's website: <https://www.gsa.gov/portal/forms/type/SF>), or GSAXcess listing is entered and submitted to GSA. Vehicle or personal property for sale can also be directly entered in the GSAXcess system bypassing the SF-126 process. An SF-126 is only needed for sales that are manually reported. Regional Office Budget Personnel will provide the correct line of accounting for entry on the SF-126 or in the GSAXcess system. The applicable WBS will be applied during the IPAC process and should not be entered on the SF-126 or in GSAXcess.
- C. Upon selling the vehicle or personal property, GSA deposits the proceeds, minus their selling fees, to the account listed on the form SF-126 or in GSAXcess and provides IA with the "Purchaser's Receipt to Custodian for Sale" documenting the sale of the personal property or vehicle.
- D. OCFO-AO personnel are notified of the collection of the proceeds from the GSA IPAC and sales receipt. The sales receipt contains the line of accounting provided by Regional Budget Office Personnel. The sale of property is deemed final upon receiving payment through IPAC from GSA or another purchasing agency. If used equipment is purchased by another federal agency through GSAXcess, the IPAC will be sent from the purchasing agency. OCFO-AO personnel will assign the appropriate WBS to the

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line of accounting based on the fiscal year of collection and the programs listed Table I under section 1.7 of this policy.

- E.** Cash collections for personal property or vehicles sold must be posted in FBMS by OCFO-AO personnel under GL accounts 1010.GCC00 and 2410.AR000. All cash collections are posted to the funds center provided by Regional Budget Office Personnel, functional area A6A384500.999900, and the clearing fund XXXA3845BC. To track funding availability for sales proceeds, a WBS reflecting the fiscal year and program in which the IPAC payment is received must be assigned based on the programs outlined in Table I under section 1.7 of this policy. For example, for FY 2024 Operation of Indian Program (OIP) proceeds from the sale of property/equipment will use fund code XXXA3845BC, Regional Cost Center, Functional Area A6A384500.999900, and WBS AX.245A2100FF.SALES.
- F.** To acquire replacement personal property or vehicles, the RPOs must submit the Vehicle Acquisition and Justification forms to the Bureau Fleet Manager for final approval. The form is located on the IA Online Forms website:
https://www.bia.gov/sites/default/files/dup/assets/public/raca/online_forms/pdf/Vehicle-Acq-Justification-Form_2019-12-16_508.pdf.
- G.** Once a replacement personal property or vehicle has been identified, the program may choose to use the proceeds collected in section 1.6C above for the purchase. To utilize these proceeds, the RPO must submit the purchase request or GSAXcess form with documentation of the original sale to OCFO-FRA. Proceeds from the sale of personal property or vehicles are only available to be used for replacement purchases until the following fiscal year closes. For example, if sales are collected in FY 2024, the program must use these proceeds by the end of FY 2025, or they will no longer be available for replacement purchases and will be transferred to Treasury.
- H.** OCFO-FRA will send a request to the Central Budget Office for the anticipated budget authority in the amount specified on the request form. Central Budget Office Personnel will record the anticipated budget authority using GL accounts 4210/4590 in the amount requested for the replacement purchase. Regional Budget Office Personnel will provide the line of accounting, excluding a WBS, in the amount requested for the replacement purchase.
- I.** Upon receipt of the purchase request or GSAXcess form from RPOs, OCFO-FRA will transfer the proceeds of sales to the applicable program fund and functional area listed in Table II under section 1.7 of this policy, using GL Accounts 1310.A0000/5900.XVEHS and 1010.GCC00/1310.A0000. A WBS is not required in the program fund for this transfer. Upon completion of this transfer, OCFO-FRA will notify the RPO that funding for purchase is now available.

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J. 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. 80.

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	A6A384500.999900	Sales of Personal Property	AX.YYYA2100FF.SALES
Clearing for Fire Property Sales	XXXA3845BC	A6A384500.999900	Sales of Personal Property	AX.YYXA1125FF.SALES
Clearing for Irrigation Property Sales	XXXA3845BC	A6A384500.999900	Sales of Personal Property	AX.YYXA5240FF.SALES
Clearing for Power Property Sales	XXXA3845BC	A6A384500.999900	Sales of Personal Property	AX.YYXA5648FF.SALES

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

Program	Fund	Functional Area	Functional Area Description
OIP	YYYA2100FF	A06671010.999900	Proceeds- Sale Property/ Equipment
Wildland Fire	YYXA1125FF	AF6906000.999900 & AF6907000.999900	Fire- Sales Proceeds
Irrigation	YYXA5240FF	A5A000000.999900	Irrigation- Sales Proceeds
Power	YYXA5648FF	A5B000000.999900	Power- Sales Proceeds

Approval

JASON
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Jason Freihage
Deputy Assistant Secretary – Management (DAS-M)

6/16/23

Date