



# United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

## National Policy Memorandum

**Assistant Secretary - Indian Affairs  
Deputy Assistant Secretary – Management  
Office of the Chief Financial Officer**

**Number: NPM-FIN-16**

**Effective: 4/28/16**

**Expires: 4/28/17**

**Title: Proceeds from the Sale of Motor Vehicles**

### 1. Purpose

This memorandum establishes accounting procedures for proceeds received from the sale of motor vehicles through the General Services Administration (GSA).

### 2. Scope

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

### 3. Policy

It is IA policy to comply with Federal laws, regulations, and policies regarding internal controls and accounting procedures for proceeds received from the exchange or sale of motor vehicles through the GSA. Specifically, IA implements this NPM in accordance with 40 U.S.C. §503, 41 C.F.R. 102-39, and Internal Revenue Service Manual 1.14.4 - Personal Property Management.

### 4. Roles and Responsibilities

- A. Office of Chief Financial Officer, Division of Financial Reporting and Analysis (OCFO-FRA)** is responsible for providing guidance on the correct line of accounting and the accounting posting models. At the end of the second fiscal year following the receipt of the sales proceeds, the OCFO-FRA is responsible for transferring all unused sales proceeds to Treasury's Miscellaneous Receipt Fund XXXA3845RR as required by 41 C.F.R. §102-39.80.

**B. IA Division of Property Management (DPM)** is responsible for submitting a summary report of IA's exchange/sale transactions each fiscal year to GSA. DPM will issue a data call in December of each year to the GSA Reporting Tool website to reconcile all of IA's exchange/sale transactions. A final report will be submitted the following January. Additional requirements can be found at C.F.R. §102-39.85.

**C. Regional Property Officers (RPOs)** are responsible for reviewing and providing the approval of form SF-126, Report of Personal Property for Sale. RPOs must also ensure replacement vehicles listed are correct and properly identified on the Vehicle Acquisition Justification Form before obtaining final approval from the Bureau Fleet Manager. Once the Bureau Fleet Manager has approved the Justification Form, the RPO must attach it in the Financial and Business Management System (FBMS) on the Asset Record.

The Vehicle Acquisition Justification Form is used when requesting an agency owned, commercial leased, or GSA leased vehicle. This form is located on the IA Online Forms website here:

<http://iamabqzucmw01p.ia.doi.net:16200/inside.indianaffairs/Employee/HRForms/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 garaged.

**D. Bureau Fleet Managers** are responsible for approving SF-126 forms generated from Central Office, and Vehicle Acquisition Justification Forms for replacement vehicles from all offices and regions. Once approved, the Bureau Fleet Manager will return the forms to the regional property personnel 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.

**E. 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. Forms generated at the regional or agency level must be sent to the RPO for approval. Forms generated at the Central Office level must be sent to the Bureau Fleet Manager for approval. Once approved by the RPO (for forms generated from regional or agency offices) or by the Bureau Fleet Manager (for forms generated from Central Offices), program office personnel must input the asset into 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 the replacement vehicle.

**F. Regional Office Budget Personnel** are responsible for entering the correct line of accounting on the SF-126, monitoring all transactions, compiling documentation to accurately identify and track vehicle sales, acquisition, and compliance with the

replacement process.

- G. Interior Business Center (IBC) Personnel** are responsible for posting collections received from sales proceeds. Copies of the Intra-Governmental Payment and Collection (IPAC) paperwork, purchaser's receipt, and other supporting documentation must be attached to the clearing document in FBMS.

**5. Procedures**

The following procedures ensure that proceeds received from the exchange or sale of vehicles are posted correctly.

- A.** Collections for vehicles sold must be posted in FBMS by IBC personnel, using the Regional Cost Center, and the following corresponding funds and functional areas, with GL Accounts 5900.XVEHS and 1310.A0000. See Table 1 below for additional guidance.

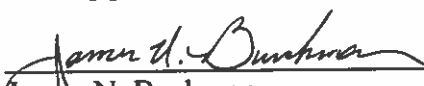
To track funding availability for sales proceeds, the budget source year should always reflect the fiscal year in which the sales collections were received from GSA. For example, for FY 2016 sales, the fund code used should be 167A2100FF, 16XA5240FF, 16XA5648FF, or 16XA1125FF, depending upon the program.

- B.** For vehicles to be sold, form SF-126 must be completed and submitted to GSA. GSA will list the identified vehicle for auction. Upon selling the vehicle, GSA deposits the proceeds, minus their selling fees, to the account listed on the form, 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.

**Table 1 – Fund and Functional Areas**

<b>Fund</b>	<b>Functional area</b>	<b>Functional Area Description</b>
YYYA2100FF	A06671010.999900	Proceeds - Sale Prop/Equip
YYXA1125FF	AF6906000.999900 AF6907000.999900	Fire – Sales Proceeds
YYXA5240FF	A5A000000.999900	Irrigation - Sales Proceeds
YYXA5648FF	A5B000000.999900	Power System- Sales Proceeds
XXXA3845RR	A6A384500.999900	Sale of Personal Property

**6. Approval**


4/28/16  
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 James N. Buckman Date  
 Acting Deputy Assistant Secretary – Indian Affairs Management