

**SMG 2173.2**

**FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION**

**MOTOR VEHICLE MANAGEMENT**

**PAYMENT FOR GSA MOTOR POOL CHARGES**

Effective Date: June 29, 2012

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**1. PURPOSE**

This Guide provides policy and procedures on paying GSA motor pool charges for all FDA Headquarter Divisions, Regional Centers and Field Offices that use GSA vehicles.

**2. POLICY**

To provide accurate and timely processing of motor pool charges from GSA that were sent through the Treasury Intra-Governmental Payment and Collection (IPAC) system; and to comply with Treasury regulations that there should not be any payment or collection schedules outstanding for over 60 days.

**3. REFERENCES**

A. FDA SMG 2610.14 Standards for Direct Obligation

<http://inside.fda.gov:9003/PolicyProcedures/StaffManualGuide/VolumellIGeneralAdministration/default.htm#2170%20Motor%20Vehicle%20Management>

B. Office of Financial Management GSA Motor Pool Business Process under Procure-to-Pay (P2P) Business Process - Interagency Business Processes

C. Treasury Financial Manual Guidance Reconciling the Deposit Statement

of Difference "Agencies should identify and clear differences within 2 months of occurrence."

#### **4. RESPONSIBILITY**

- A. Fleet Manager, Program. The person who has been designated in writing, as the Program Fleet Manager, shall be responsible for directing the operation of the local motor vehicle fleet for his/her program area, and shall:
  - 1. Operate the fleet in accordance with applicable laws and regulations, and FDA directives.
  - 2. Ensure that an adequate system of records and daily usage are established and maintained.
- B. Vehicle Operator. The FDA employee using the GSA vehicle for official business purposes. Vehicle operators shall be responsible for maintaining the motor vehicle log and submitting the log to the Program Fleet Manager. (Please refer to SMG 2173.1 on vehicle usage)
- C. Offices/Centers. The individual Offices/Centers have the responsibility to establish annual Direct Obligations. All obligations must have sufficient funding for motor pool expenditures so that the monthly invoices can be paid. In addition, the individual Offices/Centers have the responsibility in validating the GSA WebBill to actual vehicle usage and to contact GSA for any noted discrepancies.
- D. Regional Office of Financial Support (OFS). For GSA vehicles assigned to regional locations, the individual Regional OFS offices have the responsibility to reconcile the GSA WebBill with actual usage and to contact GSA for any noted discrepancies.
- E. OFM Motor Pool Accountant. The staff in OFM-Division of Accounting, shall be responsible for posting the monthly IPAC charges from GSA and providing assistance to Office/Center personnel, as needed, regarding motor pool charges.

#### **5. PROCEDURES**

- A. Individual Offices/Centers Business Office staffs create Direct Obligation in UFMS for the GSA motor pool services at the beginning of a fiscal year and provide the direct obligation number/Purchase Order number to OFM Motor Pool Accountant. The Direct Obligation should be set up as soon as FDA receives its appropriation and funding for the fiscal year. See Attachment A - Recommendation for Motor Pool Purchase Order set up.

- B. Program Fleet Manager obtains vehicle from GSA and assigns the vehicle to the vehicle operator. The Fleet Manager receives the mileage log and other vehicle expense information from the vehicle operator and enters into DHHS Motor Vehicle Management Information System (MVMIS).
- C. On the 5th of each month, Offices/Centers or Regional OFS staff shall download the GSA WebBill and verify the charges to actual usage captured on MVMIS reports. The bill is separated by Billing Office Address Code (BOAC) numbers assigned by GSA. Each Center or office will only access its portion of the GSA Bill based on its BOAC. The staff shall complete the validation and send an e-mail notification to the OFM accountant by the 20th of the each month.

In the event of discrepancies and questionable charges, OFS staff and Offices/Centers staff should work directly with GSA to resolve minor discrepancies and obtain credits from GSA and keep the OFM accountant abreast of the situation. The OFM accountant shall work with the Centers or OFS staff, as needed, to resolve any major dispute with GSA within sixty (60) days. (e.g. charges for vehicles not assigned to the center)

- D. The OFM accountant shall process and post the GSA IPAC charges after receiving validation e-mails from all the Centers/Regional Offices by the 22nd of each month. In addition, the accountant shall reverse and charge back to GSA any unresolved disputed charges that are more than 60 days old using IPAC system. At the same time, the accountant will post a corresponding credit in UFMS to the Centers for the disputed charge back.

**6. EFFECTIVE DATE**

This policy was signed by William Collinson, Director – Office of Financial Management, effective 6/29/2012.

**7. Document History -- SMG 2173.2, Payment for GSA Motor Vehicle Charges**

<b>STATUS (I, R, C)</b>	<b>DATE APPROVED</b>	<b>LOCATION OF CHANGE HISTORY</b>	<b>CONTACT</b>	<b>APPROVING OFFICIAL</b>
Initial	06/29/2012	N/a	OC/OO/ OFBA/OFM	William Collinson, Director



## Guidelines for setting up Purchase Order for Motor Pool

Starting in Fiscal Year 1012, all centers and regional offices with motor pool billings should set up their purchase order using the following guidelines.

1. Use PO Modification to set up the purchase order (PO) and NOT iProcurement.
2. In setting up the PO in PO Modification responsibility in UFMS, remember to **SELECT 2 Way Match** and **UNCHECK** the **Accrue at Receipt** box. Use one line and one shipment for the PO.
3. Each GSA BOAC# should have its own corresponding Purchase Order. This improves the posting process and eliminates unnecessary errors and research time.
4. Use the following convention for creating PO number:
  - 1<sup>st</sup> to 3<sup>rd</sup> digits ----- 206 to signify motor pool charges
  - 4<sup>th</sup> to 5<sup>th</sup> digits ----- to signify fiscal year (e.g. 12 for fiscal year 2012)
  - 6<sup>th</sup> to 11<sup>th</sup> digits ----- GSA BOAC# (Center code)

### Example:

For CDRH which has BOAC # 7539HU. CDRH would have one PO for fiscal year 2012 for which the number would be 206127539HU

The ORA Pacific Regional Office has 3 BOAC# 759002, 759020 and 75A002. The Pacific Regional Office would have 3 PO, the numbers would be

- 20612759002
- 20612759020 and
- 2061275A002 respectively

5. Select and use **only one** of the following object code in the PO
  - 21103** - for GSA Fleet Vehicles use to transport investigators during official business to maintain critical cost models.
  - 22201** - for GSA Fleet Commercial Trucks for transport of things
  - 21211** - for GSA Fleet passenger vehicles
6. The vendor for the motor billing is GSA Fleet Management 209335.

7. Obligation amount for the PO's are generally adjusted upward quarterly to reflect the new allotment or available fund for the quarter. When increasing the obligations for the Motor Pool MOD or PO, one line and one shipment is the norm.
8. The 4th quarter adjustment should include the estimated September billing that will be received in October after the close of the Fiscal Year.