

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 11.05.012	PAGE 1 of 8
	EFFECTIVE DATE July 24, 2009	
SUBJECT Assignment of Assets	SUPERSEDES DPDR 11.05.010 DPDR 11.05.012	DATED April 2, 1996 April 2, 1996
CHAPTER State Equipment Fleet	SECTION Equipment Assignment, Replacement and Disposal	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department on outlining the requirements for establishing new asset assignments, changes to asset assignments, and the ending of asset assignments by turning in equipment or vehicles to the State Equipment Fleet (SEF).

POLICY

It is the policy of SEF that the user agency is responsible for ensuring users are familiar with the proper procedures necessary to pick up and turn in equipment at SEF facilities, and for notifying SEF of any changes in the assignment of a piece of equipment or vehicle. SEF is responsible for establishing and maintaining the assignment records of all SEF assets.

PROCEDURE

Definitions

Assignment: The allotment of an asset to a specific Alaska government agency (department/division) to which all billable costs are directed.

Asset: A piece of automotive equipment or related highway equipment and attachments.

A. New Assignments

1. All new assets require the creation of an Asset Master Record in the SEF Equipment Management System (EMS), (See Attachment A.) The collocation code, contact name, shop code, location code, and contact phone number, are required at the time of creation of the asset record.

2. All assets will be assigned to a specific user agency. The user agency, when receiving a new unit, shall complete an SEF Check Out/In Sheet (Attachment B) including the collocation code, contact name and phone number. SEF will not turn over an asset to the user agency until a Check Out/In Sheet has been completed. The asset record in EMS will be updated to reflect any changes and include the in-service date. The meter reading should be noted in the comments section.
3. All charges for an asset will be billed to the assigned user agency's collocation code.

B. Changes to an Assignment

1. SEF district offices shall be notified by the using agency, in writing and within 30 days of the effective date, of any changes to an asset's assignment. This includes changes in location, using agency division, collocation code, point of contact name and/or phone number, etc.
2. Requested changes to an asset's current assignment shall be in writing and sent to a district SEF office at one of the listed addresses (Attachment C). The notification must include:
 - a. Vehicle number (license number or number welded on)
 - b. Physical location of vehicle
 - c. Department/division/section
 - d. Name and phone number of person making request
 - e. Collocation code for billings
 - f. Effective date of assignment change
3. SEF district offices will enter the information on the online assignment screen in EMS (See Attachment D). The following fields on the asset record must be updated as necessary: location code, shop code, collocation code, district, and point of contact name and phone number.
4. If an assigned asset is transferred to another SEF district, the asset file must also be transferred to the appropriate district SEF office via registered mail.
5. Transfers between user agencies may not be made without prior approval of the fleet manager. Requests shall be made in writing and contain the same information as noted in paragraph B.2 above.

C. Turn In of an Asset

1. Assets which are currently assigned may be turned in to SEF under the following conditions:
 - a. Asset has been replaced and awaiting sale.
 - b. Asset is excess to needs of the using agency.
 - c. Asset is turned in for credit.
 - d. Leased asset which has reached the end of its lease term.
2. When a piece of equipment is turned in to SEF, the using agency will be liable for all charges for that asset until the date that the SEF Check Out/In sheet is completed and received by the SEF district office.
3. Assets (either vehicles or heavy equipment) which are turned in must be delivered to a SEF facility during normal working hours, unless previous arrangements have been made. The keys and fuel credit card (if issued) must be left with SEF personnel. Do not leave the keys or fuel credit card in the asset. Equipment must be turned in at a district SEF shop, unless the equipment is not located on the road system.
4. User agencies must complete a SEF Check Out/In Sheet at the time the vehicle is turned in. Charges will continue to accrue until a completed and signed Check Out/In Sheet is received by SEF staff. Failure to follow this procedure will cause the agency to be liable for all charges accrued.
5. The district SEF office will enter the information into EMS and update the asset and assignment records to reflect the turn in.
6. If the agency is turning in a vehicle that has not been replaced and is excess to needs, the SEF district office is to notify SEF headquarters to take the proper actions to change the billing status.

Attachments:

Attachment A: EMS Asset record

Attachment B: SEF Check Out/In Sheet

Attachment C: SEF Contact Addresses and Telephone Numbers

Attachment D: EMS Online Assignment Screen

AUTHORITY

AS 44.68
AS 44.17.03

IMPLEMENTATION RESPONSIBILITY

SEF headquarters, SEF district and office managers, and SEF user agencies

DISTRIBUTION

All department employees via the DOT&PF website.

Attachment A: EMS Asset Record

				Assets				
Asset No	36065	Parent No		Assign?	Y	Level	01	
Status	AIS	Active In Service		Model Yr	2007	District	E	
Mfr Id	MAC	MACK		Bil Stat	W10	Cls/Veh Life	15/10	
Model #	CV713	8CY DUMP 6X6		Series	CV-713			
Mfr. SN	1M2AG11C07M066495			Shop	VC	THOMPSON	PASS	
Spec Cls	286	TRK DUMP 8CY 6X6		Location	EAF	THOMPSON	P	
Bill Cls	286	TRK DUMP 8 CY 6X6		License	36065	Color	WHITE	
Acquired	05/02/2007	In Serv	05/23/2007	Z Date	05/23/2017			
Collo	25865133	THOMPSON	PASS STN	Fuel	DSL	DIESEL	F Bill Fuel N	
PO/Bid #	1606405	/	872	Alt Fuel				
Contact	John Doe			Phone#	XXX-XXXX			
Comments								
Replaces	32693	Replaced By		Cur Mi/Hr		1508		
Lst PM Dt	01/21/2009	Last Cls Date	04/15/2009	Meter Last Updtd	03/10/2009			
Lst Serv	A	Last WO Clsd	2126174	Last Mtr Updt	WO	2126257		
LTD Wrnty	\$0.00	LTD Accdnt	\$382.64	LTD Maint		\$61684.31		
Added On:	02/24/2006	By:	618	Chgd On:	01/16/2008	By:	618	
17)OpData	18)Assgmnts	19)PartsL	20)Attchmnt	PgUp)Prev	Entr)Pg2			
21)Comments	22)Insp	23)Leases	24)Wrnty	PgDn)Next	End)Exit			

Attachment B: SEF Check Out/In Sheet

SEF CHECK OUT/IN SHEET			
Vehicle # _____		Assigned Location _____	
Class _____			
Description _____			
Department/Section _____		Phone # _____	
Point of Contact _____			
Collocation Code: _____		Required From _____ to _____	
TYPE OF ASSIGNMENT: <input type="checkbox"/> WX <input type="checkbox"/> DX <input type="checkbox"/> DAILY RENTAL (ADP) \$ _____ <input type="checkbox"/> LONG TERM RENTAL (AIS)			
<input type="checkbox"/> ADDED UNIT <input type="checkbox"/> REPLACEMENT FOR _____ <input type="checkbox"/> REPLACED BY _____			
IF TURNING IN WET LIFE VEHICLE:			
REASON FOR TURN IN:		DISPOSITION OF VEHICLE:	
<input type="checkbox"/> REPLACEMENT		<input type="checkbox"/> SALE POOL (CAS)/Condition: G F P (circle one)	
<input type="checkbox"/> CREDIT		<input type="checkbox"/> AWAITING REASSIGNMENT (CAR)/Cond: G F P	
<input type="checkbox"/> EXCESS TO NEEDS			
CUSTOMER SIGNATURE _____	FOREMAN SIGNATURE _____	CUSTOMER SIGNATURE _____	FOREMAN SIGNATURE _____
DATE OUT _____		DATE IN _____	
MILES/HOURS _____		MILES/HOURS _____	
<ul style="list-style-type: none"> • User will be charged for a complete day regardless of the time of day unit is returned. 			
VISA ISSUED/RETURNED _____			
VISA \$40.00 CREDIT CARD REPLACEMENT FEE CC _____			
NOTE: THE FOLLOWING CONDITIONS APPLY TO ALL X CLASS RENTALS:			
<ul style="list-style-type: none"> • Prior to issuance of any "x" class equipment, the user must agree to pay all costs to bring the vehicle into a safe and reliable condition and further agree to pay for any and all preventive maintenance inspections, emission testing, and repairs. • Daily Rental (ADP) vehicles will be charged a daily rate that includes fuel and maintenance. • "X" class units are to be considered a <u>loan</u> from SEF for low or short term usage. Sign-outs of less than 12 months will be charged at the current daily rental rate. ("X" class units are not considered permanent nor are they replaceable.) • Users are responsible for returning the unit to the SEF shop where it was received unless the District Equipment Manager has approved prior arrangements. • In the event of an emergency all units will be returned upon the Equipment Manager's request. 			
I have read and understand the above agreement and agree to the conditions stated herein.			
_____		_____	
Printed Name & Title		Signature	
		Date	
UNIT DEFICIENCIES: _____			
<small>Northern District SEF Rev 11/27/08 g:\sef\shared\Format\SEF_outin_sheet.doc</small>			

Attachment C: SEF Contact Addresses and Telephone Numbers

Anchorage (A) MS 2533
DOT/PF-Equipment
4801 Boniface Parkway
Anchorage, AK 99507
Phone: 269-5967
FAX: 269-5964

Fairbanks (B/D/E) MS 2550
DOT/PF-Equipment
2301 Peger Road
Fairbanks, AK 99709
Phone: 451-5252
FAX: 451-2867

Juneau (C) MS 2506
DOT/PF-Equipment
6860 Glacier Highway
Juneau, AK 99811
Phone: 465-1792
FAX: 465-3506

Attachment D: EMS Online Assignment Screen

		Assignments			
Asset Id	36065			Assign Type	05 PERM
Collocode	25865133	THOMPSON PASS STN			
RD Code	25141	M&O SouthCentral		Bill Status	W10
Spec Class	286	TRK DUMP 8CY 6X6		Veh Status	AIS
Bill Class	286	TRK DUMP 8 CY 6X6			
District	E	SOUTHCENTRAL			
Location	EAF	THOMPSON PASS			
Date Out	04/01/2009				
Date In	MM/DD/CCYY				
Comments	Current Meter 2089.5				

M W D

Billing Information: Total Time Out
 Operating Amt
 Replacement Amt
 Billing Amt

Added On 03/31/2009 By APX Chgd On 03/31/2009 By APX

PgUp)PrevRec PgDn)NextRec 17)LogInq End)Exit