



DEPARTMENT OF VETERANS AFFAIRS
Deputy Assistant Secretary for Acquisition and Logistics
Washington, DC 20420

IL 049-08-04
May 2, 2008

OFFICE OF ACQUISITION AND LOGISTICS INFORMATION LETTER

- TO:** Under Secretaries for Health, Benefits, and Memorial Affairs; Assistant Secretary for Management; Executive-In-Charge, Office of Construction & Facilities Management; Veterans Integrated Service Network Directors; Directors, VA Medical Center Activities, Domiciliary, Outpatient Clinics, Medical and Regional Office Centers, and Regional Offices; Directors, Denver Acquisition and Logistics Center, Austin Automation Center, Records Management Center, VBA Benefits Delivery Centers, and the VA Health Administration Center; and the Executive Director and Chief Operating Officer, VA National Acquisition Center
- ATTN:** Logistics Managers, Property Managers, Accountable Officers, Shipping and Receiving Personnel, OIT Program Managers, Heads of Contracting Activities, Contract Specialists for IT Purchases
- SUBJ:** Processing Receiving Reports for Centralized IT Purchase Orders

1. The purpose of this Information Letter is to provide guidance and clarification on processing receiving reports for centralized IT procurements.
2. When items are centrally ordered (e.g., national, Central Office, Cleveland Business Center, and VISN procurements), it is the Program Manager's (individual requesting the item) responsibility to ensure that an advance copy of the Purchase Order is provided to the Accountable Officer (AO) at the facility having accountability responsibility (either in hard copy or electronic format). The name of the Program Manager/Official, shipping instructions for the vendor, and receipt instructions for the receiving facilities must be contained in the centralized purchase order.
3. All accountable items (including sensitive) will be picked up in VA's AEMS/MERS system. VA medical centers (VAMC) have the automated inventory tracking system {AEMS/MERS} and therefore will have record keeping management responsibilities for all VA accountable receipted items, even though the items may be physically located at a remote tenant, or virtual entity. A tenant may be a virtual entity and is defined as a location having physical control of the receipted item but that does not have an established inventory tracking system and requires inventory management, tracking and accountability support functions from a VAMC in proximity to the tenant or virtual entity.

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Accountable record keeping management responsibilities include: entering the item into AEMS/MERS, maintaining EILs, scheduling required inventories, through the disposal (end of life) or transfer cycle of the item.

4. The AOs, or designees, at medical centers are responsible for notifying the Program Manager or designee of any receipted item, for entering the item into the medical center's automated inventory tracking system, for assigning the item to the appropriate EIL, and for the proper barcoding of the item. If an item is receipted at a tenant or virtual location the AO at the appropriate VAMC will be notified and the AO will notify the Program Manager of receipt. The AO will also establish a local EIL for remotely located items in cooperation with the ordering facility. Annual physical inventories, as required in VA policy, will be conducted by the EIL Custodial Officials assigned to the EIL. The results of the annual physical inventory will be reported to the Program Manager through the Accountable Officer.

5. The receiving official at the ordering facility will process the receiving report once notification of receipt has been obtained from the receiving facilities identified in the purchase order. This is in accordance with IFCAP procedures which require that the ordering facility must process the receiving report.

Questions on this issue should be addressed to Mr. Robert McKenna, Director, Logistics Policy Division (049P2) at (202) 461-6927.

/s/Maurice C. Stewart
ADAS for Acquisition and Logistics Programs and Policy (049P)

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