New Vehicle Acquisition

1. The Controller's office will enter the Asset (Vehicle) into AiM, STATUS = **PROPERTY ACCT**

2. Facilities Finance and the FVMP Coordinator will then prepare the vehicle for Fuel charges (*which includes reaching out for budget details*), ensure the vehicle has access to the Facilities Compound area for fueling needs and also append the 6/12mth maintenance schedule to it.

3. The vehicle will now be made available to the department and an email notification will go out to the listed Property custodian to say the vehicle has been entered and requires further action from them.
   You will find the vehicle in AiM listed under the query on your AiM desktop labelled ' New Vehicle Acquisition – Additional Information Required ' , the status will be **ENTERED**

4. Property Custodian will go into AiM

   i. Upload any documentation related to the vehicle purchase via the Related Documents link located on the left hand side of the screen.

      1. Navigate to the Asset in AiM and on Related Documents on the left menu (at the bottom)

      2. Click Edit on the top menu

      3. Click Add (middle of the screen, far right) Click on Choose Files

      4. Navigate to the file you want to upload and select the appropriate TYPE of document i.e Vehicle_Acquisition or Vehicle_Warranty

      5. Click Next on the top menu , Click Next on the top menu (Again), Click Next AGAIN

      6. Click on Done on the top menu (You should now see your uploaded document under Document Listing)

      7. Click Back on the top menu to return to Main Vehicle Profile page

      8. Review contact information located under the User Defined Fields menu option, this should be the Property Custodian as listed in OMNI and also ensure the correct funding source is listed under account setup for fueling charges.

         a. If you notice any discrepancies with the contact information, please reach out to Property Accounting at PAS-PropertyForms@fsu.edu to update. It is important this information is correct because this is where all correspondence for this vehicle will be sent to. They will then ensure the update is made in both OMNI and AiM.

         b. If you notice an issue with the Account Setup for the fueling charges, please reach out to ddwest@fsu.edu to update.

ii. If everything is correct, you can now update the status on the main page to **IN SERVICE** and save the record. Once the record is saved in this status, you can expect your first maintenance inspection notification within the next six months

Vehicle Inspection

Your query labelled '**Vehicle Inspections Due'** will display a red icon and indicate that an inspection is due. You as the Property Custodian will also receive an email notification advising of this inspection requirement with a link to the inspection checklist.

    i. Property Custodian will ensure inspection is addressed and then complete the following steps

        1. Upload signed documentation (by mechanic) via the Related Documents link located on the left hand side of the screen.

        2. Click Edit on the top menu

        3. Click Add (middle of the screen, far right)

        4. Click on Choose Files and navigate to the file you want to upload

        5. Click Next on the top menu

        6. Select the appropriate TYPE of document i.e. Vehicle_12MTH or Vehicle_6MTH (you can type VEHICLE (uppercase) and zoom and it will display all options)

        7. Click Next on the top menu

        8. Click Next on the top menu (Again)

        9. Click Next on the top menu (Again)

        10. Click on Done on the top menu (You should now see your uploaded document under Document Listing)

        11. Click Back on the top menu to return to Main Vehicle Profile page

    ii. Change the status on the main screen back to **IN_SERVICE**

Vehicle Recall / Violation

Your query channel labelled 'Violations/Recalls' will display a red icon and indicate that a violation or recall has been issued for a vehicle in your department.

    a. You as the Property Custodian will also receive an email notification advising of this Recall or Violation

    b. As the Property Custodian you will ensure the violation or recall is addressed and then complete the following steps

        i. Upload payment / recall documentation confirming that the situation has been addressed via the Related Documents link located on the left hand side of the screen.

            1. Navigate to Vehicle, Select Related Documents from left menu, Click Edit

            2. Click Add

            3. Click on Choose Files

4. Navigate to the file you want to upload and select the appropriate TYPE of document i.e Vehicle_RECALL_ADDRESSED or Vehicle_VIOLATION_ADDRESSED (whichever is applicable)

ii. Change the status on the main screen back to IN_SERVICE

Vehicle Surplus or Departmental Transfer

As the Property Custodian of the vehicle you are SURPLUSING or TRANSFERRING you will complete the form http://controller.vpfa.fsu.edu/services/surplus-property and submit it to Property Accounting for processing.

a. You also need to upload the transfer/surplus documentation to the appropriate vehicle via the Related Documents link located on the left hand side of the screen.

   a. Navigate to Vehicle, Select Related Documents from left menu, and click Edit

   b. Click Add and Choose Files, navigate to the file you want to upload and select the appropriate TYPE of document i.e. Vehicle_TRANSFER or Vehicle_SURPLUS (whichever is applicable), click SAVE.

   c. Update the Vehicle status to either **SURPLUSED** or **TRANSFER**

The vehicle has now been removed from your inventory.

If this is a **TRANSFER** between departments and **YOU** are the acquiring department, you can expect the following to happen

a. Property Accounting will update the Vehicle Property Custodian information in AiM once they receive the aforementioned form and will set the status on the vehicle to PROPERTY ACCT

b. This will notify the FVMP Coordinator that the vehicle is ready to put on the PM schedule. Once this is done, the status will be changed to ENTERED and you will receive an email notifying your vehicle is ready in AiM.

c. The vehicle will now show up on your AiM Workdesk and you can now change the status to IN_SERVICE

If you are sourcing the vehicle from **SURPLUS** and **YOU** are the acquiring department, you can expect the following to happen

a. Property Accounting will update the Vehicle Property Custodian information and set the status on the vehicle to PROPERTY ACCT

b. This will notify the FVMP Coordinator that the vehicle is ready to put on the PM schedule. Once this is done, the status will be changed to ENTERED and you will receive an email notifying your vehicle is read in AiM

c. The vehicle will now show up on your AiM Workdesk and you can now change the status to IN_SERVICE

If you have any questions or concerned, please call the Facilities Vehicle Management Coordinator (FVMP) at fvmp@fac-lists.facilities.fsu.edu or call Fredrick Ross @ 850.645.0407