

# BPA Policy 463-1

## BPA Personal Property

### Compliance and Governance

#### Table of Contents

1. Purpose & Background.....	2
2. Policy Owner .....	2
3. Applicability.....	2
4. Terms & Definitions.....	2
5. Policy.....	3
6. Policy Exceptions .....	3
7. Responsibilities.....	3
8. Standards & Procedures.....	3
9. Performance & Monitoring .....	3
10. Authorities & References .....	4
11. Review .....	4
12. Revision History.....	4



**1. Purpose & Background**

This policy authorizes the Organizational Property Management Officer (OPMO), who is the Manager for Purchasing/Property Governance, to issue a special publication titled the Bonneville Power Administration (BPA) Asset Management Instructions. This publication contains the BPA Personal Property Instructions (BPA PPI), the BPA Inventory Management Instructions (BPA IMI), and the BPA Motor Vehicle Instructions (BPA MVI). The BPA AMI provides policy and guidance regarding the use and management of all BPA owned, rented or leased personal property, inventory materials and supplies and motor vehicles and equipment, excluding real property and records.

**2. Policy Owner**

The BPA Executive Vice-President of Compliance, Audit, and Risk is the owner of this policy. The Chief Compliance Officer and the Agency Compliance and Governance organization have overall responsibility for implementing, monitoring, reporting, evaluating, and proposing revisions to this policy.

**3. Applicability**

All BPA employees.

**4 Terms & Definitions**

- A. Personal Property: Personal Property refers to tangible property assets and includes motor vehicles, equipment, materials and inventory, but excludes Real Property and records of the federal government.
- B. Organization Property Management Officer (OPMO): is the Manager for Purchasing/Property Governance and is responsible for issuance of policy, governance oversight, and providing advice and guidance for BPA's Personal Property Management Program.
- C. Inventory: is all goods purchased and held for the construction and maintenance of BPA's infrastructure including day-to-day business operations.
- D. Motor Equipment: is equipment, which is self-propelled and the operator may ride upon it or is drawn by mechanical power, including motor vehicles, motorcycles, and scooters; construction and maintenance equipment; material handling equipment; aircraft; and watercraft. It does not include self-propelled, walk-behind power equipment such as mowers or trenchers.
- E. Motor Vehicle: is any equipment, self-propelled or drawn by mechanical power designed to be operated principally on the highways in the transportation of property or passengers.

Organization <b>Compliance and Governance</b>		Title/Subject <b>Personal Property</b>	Unique ID <b>463-1</b>	
Author <b>L. Ordon</b>	Approved by <b>EVP, Compliance, Audit, &amp; Risk: T. McDonald</b>	Date <b>December 1, 2016</b>	Version <b>#2</b>	Page <b>2</b>

## 5. Policy

It is BPA's policy that Government property (sometimes referred to as personal property or as equipment) shall be managed in an economical and efficient manner in accordance with the Asset Management Instructions manual which can be found at the link below.

[https://internal.bud.bpa.gov/Policy/Purchasing%20and%20Property/Purchasing%20Documents/Asset%20Management%20Instructions%20Revision%2016\\_1.docx](https://internal.bud.bpa.gov/Policy/Purchasing%20and%20Property/Purchasing%20Documents/Asset%20Management%20Instructions%20Revision%2016_1.docx)

## 6. Policy Exceptions

None

## 7. Responsibilities

- A. Organizational Property Management Officer is responsible for publishing and maintaining the BPA Asset Management Instructions, containing Personal Property Instructions (BPA PPI), Inventory Management Instructions (BPA IMI), and BPA Motor Vehicle Instructions (BPA MVI) and providing governance oversight of all BPA personal property program activities.
- B. Supply Chain Services is responsible for operational management of the BPA Property Program.
- C. Supply Chain Technology Planning is responsible for maintaining the Asset Suite and Sunflower Personal Property System.
- D. BPA Managers are responsible for insuring that the policies and procedures in the BPA Asset Management Instructions are implemented.

## 8. Standards & Procedures

Within the BPA Asset Management Instructions, the BPA Personal Property Instructions provides policies and guidelines regarding the use and management of personal property. The BPA Inventory Management Instructions provides policies and guidelines regarding the management and control of all BPA inventories. The Motor Vehicle Instructions provide policies and guidelines regarding the management of leased, owned or rented motor vehicles and equipment including watercraft. The Asset Management Instructions are available on the BPA Internal Website. (Also, a printed copy can be obtained from the office of the Manager for Purchasing/Property Governance.)

## 9. Performance & Monitoring

The Manager for Purchasing/Property Governance will review this policy regularly to ensure conformance with established law, regulations, policies, procedures, and good business practices.

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## 10. Authorities & References

A. BPA Asset Management Instructions.

## 11. Review

This policy is due for review in 2021.

## 12. Revision History

Version	Issue Date	Description of Change
1	April 23, 2015	Formatted into new policy template.
2	October 20, 2016	Change of ownership, and Personal Property Definition

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