



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

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To: Accountable Officers  
  
From: DSD, Support Services  
  
Subject: Receiving Officers

It is Department of the Interior and Bureau policy to document the receipt of all personal property and services, regardless of the method of acquisition or source (including purchase card transactions). This includes, but is not limited to, property and services which are acquired from commercial sources, property which is fabricated in Government shops, donated, recovered or obtained by transfer from another Government agency.

Property and services received by property or other administrative personnel shall be recorded on a receiving document to: (1) provide a record of receipt, (2) provide a document of entry to the records and accounts, (3) provide an audit trail, and (4) to substantiate the disbursement voucher. Receiving documents shall be prepared immediately upon completion of inspection, acceptance and receipt procedures. Handling shall be expedited for receiving reports involving prompt payment discounts.

Each State's Accountable Officers are now required to officially designate, in writing, those individuals responsible to receive property, as the Business Center no longer maintains an official record of Receiving Officers. California will use the following procedures for Receiving Officers:

- ▶ **Designation of Receiving Officers:** The designation of Receiving Officers is delegated to the State Director, DSD, Support Services, District Manager, and Field Managers (Accountable Officers). Designation must be made in the official position description, by memo or other written document.
- ▶ **Purchase Cardholders:** Purchase cardholders will act as the Receiving Officer for their own purchases unless otherwise directed. Purchase cardholders are not authorized to purchase capitalized or sensitive property unless prior approval is obtained.

- ▶ **Duties of the Receiving Officer:** The duties of a Receiving Officer, as described in the Interior Property Management Directives are as follows:
  - Under no circumstances will a procurement official designated as Receiving Officer for property also be the individual who makes the procurement award. Procurement officials can be the Receiving Officers for items purchased by other procurement officials.
  - The Receiving Officer (including purchase cardholders) is responsible for the inspection and receipt of personal property and services, and for ensuring that the required documentation is processed. All incoming shipments shall be physically counted and inspected to ensure the quantity ordered has been delivered and that items received adhere to the required specifications.
  - All apparent defects or damages to the property shall be noted on the receiving document at the time of inspection.
  
- ▶ **Establishing initial accountability for property:** The Receiving Officer for government property is accountable for the property received until the item(s) is placed on the property records of the Accountable Officer, or the Custodial Property Officer/Cognizant Employee signs a receipt for such property. Purchase cardholders are accountable for property they purchase until or unless accountability is formally transferred to another individual. The Receiving Officer must ensure that property items requiring Fixed Assets entry are routed through the local property manager for property number assignments.

Attached is a list of individuals designated as California Receiving Officers. A copy of this memorandum is to be provided to the Receiving Officers as well as all purchase cardholders. Changes to Receiving Officer designations must be made in writing by the Accountable Officer and forwarded to the Division of Support Services (CA944). The State Office Property Management Staff will maintain a current list of authorized Receiving Officers and will issue updates as necessary.

Questions regarding this IB may be directed to Dona Maxcy (916) 978-4314.

Signed by:  
Karen Barnette  
DSD, Support Services

Authenticated by:  
Richard A. Erickson  
Records Management

Attachment:

- California Receiving Officer Designations (1pg)

## CALIFORNIA RECEIVING OFFICER DESIGNATIONS

<i>California Desert District (CDD)</i>			
<u><i>District Office</i></u> Annie Williamson Connie Quarterman Barbara Leon-Gurrero Arzie Shelton Charmaine Christe	<u><i>Ridgecrest Field Office</i></u> Patsy Eisenhower Loretta Pedersen Robin Moen David Sjaastad Dan Anderson Craig Beck Randall Masner Leta Donohoe Alex Neibergs	<u><i>Palm Springs Field Office</i></u> Yong Ellis Steve Fornelius Sheila Nwene	<u><i>El Centro Field Office</i></u> Gil Fritzsche David Hernandez Corina Medina Nicole Riven
<u><i>Barstow Field Office</i></u> Birgit Hoover Terry Johnson Chuck Faria	<u><i>Needles Field Office</i></u> Lester John Kathleen O'Connell Elaine Downing		
<i>Central California</i>			
<u><i>Bakersfield Field Office</i></u> Joyce Barreto Cheryl Lewis Joaquin Martinez Michael Minnick Judy Felli Vickie Nelson	<u><i>Hollister Field Office</i></u> Dan Byrne Lenore Avila-Pino Dave Slibsager Robert Beehler	<u><i>Bishop Field Office</i></u> Kris King Doug Dodge Heidi Anderson	<u><i>Folsom Field Office</i></u> Michele Hall Dan Lusby Rick Cooper Louis Cutajar
<i>NORCAL</i>			
<u><i>Alturas Field Office</i></u> Dolly Enderlein Debra Jeffers Timothy Burke	<u><i>Arcata Field Office</i></u> Clarence Killingsworth Marilyn Hofstra Jennifer Weiss John Price Dan Averill Lynda Roush	<u><i>Ukiah Field Office</i></u> Michael Williams Kirk Hargreaves Diane Knox Gregg Mangan Steve Myers Valerie Parker Caroline Crowley Dave Fatch	<u><i>Eagle Lake Field Office</i></u> Karen Packwood Judith Davis Billy Farris Anita Rubio Nadine Miller Janet Wages Cindy Evans Pat Lara
<u><i>Redding Field Office</i></u> Kelly Hanson Stace Hallstrom Traci Hallstrom Kelly Williams Joe Tyler	<u><i>Surprise Field Office</i></u> Wynarda Erquiaga Diana Milton Dino Borghi Alan Uchida Rob Jeffers Ty Williams Garth Jeffers Ernie Noel Alex Irving Arnold DeGarmo Owen Billingsly	<u><i>NorCal Support Team (CA310)</i></u> Arlene Brown Leona Parker Joseph Fontana Kathy Simmons Linda Stewart	<u><i>Support Services (CASO)</i></u> Jerry Moore Dona Maxcy John Patton Richard Erickson