Receipting for Property

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RECEIPTING FOR PROPERTY

- Training Tool
- Use this presentation to teach LEAs how to receipt for property/equipment in Federal Excess Property Management Information System (FEPMIS)
- Receipting for Property is accepting the property from the DOD accountable inventory and adding to your (the LEA) inventory
- Step by step guide

RECEIPTING FOR PROPERTY

LESO FEPMIS

LESO FEPMIS
Menu

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Receipts
Modify
Change of Status
Inventory Worksheets
LESO Inventory
Query Property
Queries and Reports

Logoff portal

Email: LESO@DLA.MIL
Phone: 800.532.9946
Fax: 269.961.4431
Password Reset:
866.224.7677 opt #4

The Law Enforcement Support Office (LESO) has adopted the Federal Excess Property Management Information System (FEPMIS) as the automated property management system that will be used to provide accountability and management for property requisitioned through the Department of Defense (DoD) Defense Logistics Agency (DLA) Disposition Services 1033 Program.

ATTENTION LESO FEPMIS USERS

DATE: 2016-07-19

NOTE: **IIA Helpdesk** should only be contacted for password resets. All other LESO FEPMIS access issues should be directed to your **State Coordinator.** If the State Coordinator cannot resolve your issue then the State Coordinator should contact the LESO HQ.

NOTE: All DLA access questions (ie **DLA Enterprise External Business Portal**, **DLA AMPS**) should be directed to the
DLA Enterprise help desk
Toll Free: 855.352.0001

On the LESO FEPMIS page, click on Receipts

DOD DLA Disposition Services LESO
Training Material; Find Your State Coordinator; and Other Helpful Information

DLA Enterprise External Business Portal

DLA AMPS

RECEIPTING FOR PROPERTY

Select the item you need to receipt for.

RECEIPTING FOR PROPERTY

Insert the total amount to be receipted, then click Receipt.

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NOTE: If the quantity received is less than allocated. Do not receipt it until you talk to the State Coordinator's Office.

Click Identify.

RECEIPTING FOR PROPERTY

LESO FEPMIS: Receipt Property Breakdown   User ID: MI_LEA2

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Item

Total unit cost of items being identified (items X Unit Cost) $143.30
Requisition#   2YTAF1-3069-2936

NSN	Item Name	Unit Cost	Quantity	Unit of Issue	Serial Number	Tracked	
8465-00-261-6909	BAG,CLOTHING	$14.33	10	Each			Identify Property

Submit ☑ all property must be identified before submission for approval

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Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Receipt Item

Click Identify Property.

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If property requires photos, click Manage Images (See Slide 10).

DTID (Disposal Turn-In Document) is unique to each property requisition. Entry is required for all vehicle receipts.

If required, enter the serial number.

Some agencies find it helpful to include where the item is stored for inventory aid. It is not required but recommended.

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Note: The maximum file size for each photo is 5MG. It is recommended that you use the .JPG file type.

Select the drop down to describe the image content.

Image Content:
*

Select Browse to upload your photo and provide a description of the photo (Example – HMMWV or PVS 7).

Browse...

☑ add a caption for the image (400 max chars)

Select Upload

Upload ☑ upload the selected image

Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Identify Item

RECEIPTING FOR PROPERTY

Once uploaded successfully, go back to the identify tab

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State: * MI
Division: * DEFAULT_DIV_MI
Subdivision: * DEFAULT_SUBDIV_MI
Station: * ALLEGAN COUNTY SHERIFF DEPT

Physical Storage Location:

Part#:

Make / Manufacturer:

Model:

Model Year: ☑ enter 0 if Model Year is unknown/unavailable

Condition: * B - Issuable, Qualification

Comment 1 (100 max):

Comment 2 (100 max):

Comment 3 (100 max): ITEM_ID=1074085 DOC#=30692936

DoD Acquisition Comment: NA

I MI_LEA2 certify the aforementioned property is present and accounted for

☐

Submit ☑ submit property for approval

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Receipt Property List | Receipt Property Items | Receipt Property Breakdown | Identify Item

You must enter a condition code for the item and if there are any relevant notes.

Important:
ONLY CERTIFY WHEN YOU ARE 100% SURE THE PROPERTY AND THE PROPERTY COUNT ARE ACCURATE AND IN YOUR LEA'S POSSESSION.

Click the certification check, then click Submit.
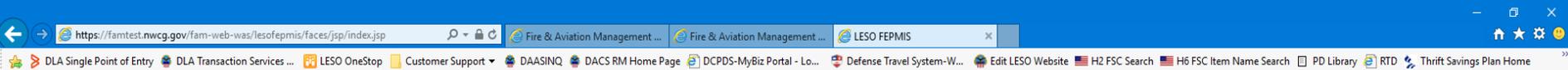
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Click Submit

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This is a *second* SUBMIT. Make sure you click it to finish receipting for the property.

RECEIPTING FOR PROPERTY

If done correctly, this is how the screen should appear.

QUESTIONS?

- Please contact your respective State Coordinator's Office with any questions. To find your State Coordinator contact information, visit the website below:

- http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/SCLocatorMap.aspx