

INSTRUCTIONS

I. HEADQUARTERS PROCUREMENT

A. The USPS representative at the manufacturer's plant will prepare Form 4503 and distribute copies as follows:

1. Original
 - a. Send to New York Postal Data Center. Forms must be endorsed in red, "information copy only, This is not a source document".
2. Copy #1
 - a. Send to shipping destination (postmaster: Attention: Fleet Manager).
3. Copy #2
 - a. Retain For File

B. Processing Instructions

1. The postmaster or designee at shipping destination will:
 - a. Enter the date that vehicles were received on Form 4503.
 - b. Enter the office and state the vehicles are assigned to.
 - c. Enter the *finance number* of the final destination of the vehicle(s). (NOTE: Block 51-52 refer to F-41 631.33. Block 53 refer to F-41 Exhibit 631.3.)
 - d. The destination postmaster or designee will forward the receipted copy of Form 4503 to the New York PDC within 3 working days of receipt of the vehicles. (NOTE: Form 4503 must be mailed to the New York PDC on or before the last Friday of the accounting period. Those Forms 4503 received at the PDC after 12 p.m. of the first Monday of the accounting period will not get on the inventory until the following accounting period.)

II. REGIONAL AND LOCAL PROCUREMENT

A. Purchaser

1. Complete all sections of Form 4503.
2. A separate Form 4503 must be completed for each finance number to which vehicles are assigned.
3. All vehicle numbers will be assigned by the Office of Fleet Management, Washington, DC 20260-7242.

B. Postmaster or designee

1. Verify accuracy of receipted Forms 4503.
2. Forward verified copy of Forms 4503 to the PDC.

III. PDC INSTRUCTIONS

A. Upon receipt of Forms 4503 from the regions, the PDC will code each form for Region, Column 1; Date of Acquisition, Accounting Period, Fiscal Year, Cols. 2-5; and Drive, Column 53. The drive field should be coded "L" for LHD, Left-Hand Drive; "R" for RHD, Right-Hand Drive, and leave blank for trailers.

Locally procured vehicles will require that all shaded areas are coded.

The batch sheets for submission to data processing must be coded for Accounting Period and Fiscal Year, Columns 72-75, Type Acquisition, Col. 76, and Transaction Code, Co. 80. *DO NOT MIX ACQUISITION TYPES.*

B. The PDC will notify the Office of Fleet Management by phone whenever a Form 4503 has not been received within 4 weeks after receipt of the Form 4503's Information Copy.