

**FLEET MANAGEMENT
POLICY / PROCEDURE**

**SUBJECT: TRACKING OF CORES AND
CORE CREDITS**

APPROVED: 
MARILYN L. RAWLINGS, FLEET MANAGER

PURPOSE:

To establish guidelines for tracking equipment part cores and to ensure that proper credits are received from vendor.

PROCEDURE:

- 1. Parts Manager and/or Supply Specialist will make a copy of the invoice. The file copy will be used as a check against the credit when received.**
- 2. The old part is picked up by or delivered to the vendor.**
- 3. Upon receipt of the credit, it is checked against the file copy of the invoice, processed in the FASTER system and approved for payment in On-Base.**

Revised: May 2011