

FLEET MANAGEMENT  
POLICY / PROCEDURE

SUBJECT: PREPARING VEHICLES FOR COUNTY AUCTION

APPROVED:   
MARILYN L. RAWLINGS, FLEET MANAGER

**DISTRIBUTION:**

Fleet Management  
County Departments

**PURPOSE:**

To establish departmental guidelines for preparation of the County's vehicle and equipment to auction.

**PROCEDURE/TASK LIST**

**SHOP SUPERINTENDENT**

- 1) Prepare a list of all equipment to be auctioned from FFA's received. This list is then compared to the list of vehicles currently shown in surplus in the FASTER system.  
Run FASTER Report (LEE2004 Auction List). This list is made up of all equipment in "SUR" surplus shop.
- 2) Update the Equipment Applet in the FASTER System with all the current information from the equipment in surplus. The updates are on the "User Ref" tab of the equipment applet.

**FISCAL OFFICER**

- 1) A form needs to be completed for each piece of equipment including Pallets. The FFA is started from the department and sent to Fleet to sell the equipment at auction. These forms are kept in the S/Front Office/Past Auction/Auction Name-Year-Date folder for auditing purposes.  
Note: FFA's or a Mass Disposal form is required for all auction items and/or equipment to be disposed. A blank FFA form is located on S/Front Office /Auction Forms/FFA Form. The required areas to complete on the FFA are:
  - Fixed Asset Tag Number
  - Effective Date
  - Releasing Property Clerk/Custodian Name
  - Area Number
  - Custodial Number

- 2) **Contact Samantha Western in Public Resources to place legally mandated advertisement in "News Press" at least one week prior to auction but not more than two weeks. A copy of the advertisement will be attached to the e-mail. The advertisement form is located at S/Front Office /Auction Forms/Advertisement-Auction Name. Manheim Auctions will do the advertising for their auctions. Therefore the county will not advertise for Manheim Auctions.**
- 3) **Call departments for revenue and expenditure account strings to move and deposit funds. Utilities, Tolls, Constitutional Offices do not participate in the replacement fund.**
- 4) **Mass Disposal Form – FASTER Report Runner XI- Custom-Auction List. Copy the report to Excel. Move the data to the Mass Disposal Form while keeping the Mass Disposal Form in the original format. The form needs to be signed by the Fleet Manager. The original form is kept for the auction file. The Mass Disposal Form replaces individual FFA's. The form to complete is in S/Front Office/Auction/Auction Forms/ Mass Disposal.**
- 5) **Fixed Asset Disposition Form – This form is required with the Mass Disposal Form. For the asset number enter Mass Disposal Form. The custodial number is "250671" and the custodian is Marilyn L Rawlings, Fleet Manager. The Fleet Manager signs the top portion of the page and a witness to the auction signs the bottom portion of the page. The original form is kept in the auction file. The form to complete is in S/Front Office/Auction/Auction Forms/Fixed Assets Disposition Form.**

#### **ADMINISTRATIVE SPECIALIST**

- 1) **Will prepare the title work. Using the auction list, the necessary titles are removed from the safe.**
  - A) **The vehicle identification number (VIN) on the title is verified with the auction list.**
  - B) **The Shop Superintendent will verify the equipment with the auction list.**
  - C) **The asset number is handwritten on the title.**
  - D) **The areas for signature are highlighted for the Fleet Manager's signature. The Fleet Manager's name must be printed near the area to be signed.**
  - E) **The year of the title needs to match year in FASTER.**
  - F) **All title work will be sent as needed to the Auction Company.**
  - G) **Copies of titles (front and back) are to be kept in the auction file.**
  - H) **Update the County title list in Access. Update the equipment sold with the auction and date they have been sold.**
  - I) **Copies are kept in the auction folder.**

**Note: The Fleet Manager is authorized to sign for sale of equipment, per Blue Sheet #970697, dated 8/19/97 (Attachment). A signed list of equipment must be kept in folder for audit purposes.**

**SHOP SUPERINTENDENT**

**Remove spare keys from key box and update key box list.**

**PARTS MANAGER**

- 1) Using the list of sale items to include surplus parts for the auction.**
- 2) To pull all appropriate obsolete parts, manuals, etc. for sale at auction.**

**SHOP SUPERINTENDENT**

- 1) Make sure all County equipment, such as radios, RNI, bridge transponders, the County Asset # and logos etc., are removed from vehicles. This is done through a de-preparation work order generated out of the FASTER system by the Administrative Specialist.**
- 2) Make sure all license plates are removed from vehicles. The Shop Superintendent will keep the tags until the auction is over. This will eliminate any problems with re-using the same tag if we pull a vehicle out of the auction.**
- 3) Will verify the equipment with the auction list and the serial numbers match in the FASTER system.**

**Days Following the Auction:**

**FISCAL OFFICER**

- 1) A journal entry is completed in order to reimburse Fleet (2% or 10% of auction proceeds) for employee's time spent on auction.**
  - Take funds from JB5191059401.388100.9001 (Dispose of Asset proceeds) and add to fund JB5191059400.349000.9001 (Reimbursement from 59401). The form to complete is in S/Front Office/Auction Forms/Breakdown-Auction Name.**
  - Add the auction totals to the left of the form and the totals will automatically calculate to the right for the journal entry.**
  - Will need to update any changed to the account strings for Utilities, Tolls and Constitutional Offices.**
  - If Fleet mechanics transported equipment to the auction, or have any prep work charges these need to be added to the journal entry.**
  - When making other department's deposit, subtract Fleet's charges, Auctioneer charges, including detailing and transportation that will be added into Fleets deposit.**
  - Scan a copy of the completed breakdown form and send to [CountyJournalEntries@leeclerk.org](mailto:CountyJournalEntries@leeclerk.org), [FixedAssets@leeclerk.org](mailto:FixedAssets@leeclerk.org), [KVivian@LeeClerk.Org](mailto:KVivian@LeeClerk.Org) and [SOneil@leeclerk.org](mailto:SOneil@leeclerk.org).**

- 2) **Mass Disposal Form** – The signed original form is kept for the auction file. Scan a copy and send to [FixedAssets@leeclerk.org](mailto:FixedAssets@leeclerk.org), [KVivian@LeeClerk.Org](mailto:KVivian@LeeClerk.Org) and [SONeil@leeclerk.org](mailto:SONeil@leeclerk.org).
- 3) **Fixed Asset Disposition Form** – The original form is kept in the auction file. Scan a copy and send to [FixedAssets@leeclerk.org](mailto:FixedAssets@leeclerk.org), [KVivian@LeeClerk.Org](mailto:KVivian@LeeClerk.Org) and [SONeil@leeclerk.org](mailto:SONeil@leeclerk.org).
- 4) **The News Press advertisement** is also kept in the auction file. A scanned copy is sent to [FixedAssets@leeclerk.org](mailto:FixedAssets@leeclerk.org), [KVivian@LeeClerk.Org](mailto:KVivian@LeeClerk.Org) and [SONeil@leeclerk.org](mailto:SONeil@leeclerk.org).
- 5) If Fleet mechanics transport equipment to the auction, or have any prep work charges keep a copy of the work order in the auction file. This work order can be found in Faster Work Order applet (EQ Company-ZZZ) (WO Company-001) (WO Shop-Blank) (Equipment# Auction). Scan a copy and send to [FixedAssets@leeclerk.org](mailto:FixedAssets@leeclerk.org), [KVivian@LeeClerk.Org](mailto:KVivian@LeeClerk.Org) and [SONeil@leeclerk.org](mailto:SONeil@leeclerk.org).
- 6) The auction sale invoice is reviewed for errors. A copy is put in the auction folder and a scanned copy is sent to [FixedAssets@leeclerk.org](mailto:FixedAssets@leeclerk.org), [KVivian@LeeClerk.Org](mailto:KVivian@LeeClerk.Org) and [SONeil@leeclerk.org](mailto:SONeil@leeclerk.org).

#### **SHOP SUPERINTENDENT**

- 1) Transfer all sold equipment to Company (999) in FASTER system after the next billing cycle to allow any outstanding charges to clear.
- 2) Update all equipment records with; sale date, price sold, company, acquire and disposal status.
- 3) Update the auction work order and charge out any parts, vendors, etc.
- 4) All equipment records will not be updated in the FASTER system until the next billing has been completed. This will allow us to get paid for any outstanding bills to the equipment that was sold in the auction.
- 5) Print out a list of equipment that went to auction. Pull all the folders and put in a box marked with the auction date to be stored upstairs.

**Revision Date: June 2011**  
**Reviewed Date: April 2012**  
**Revision Date: June 2013**