

**FLEET MANAGEMENT  
POLICY / PROCEDURE**

**SUBJECT: RECEIVING COUNTY OWNED VEHICLES  
INTO SURPLUS**

**APPROVED:**   
MARILYN L. RAWLINGS, FLEET MANAGER

**DISTRIBUTION:**

Fleet Management  
County Departments

**PURPOSE:**

To establish departmental procedures for receiving county owned vehicles into surplus.

**PROCEDURES:**

**DEPARTMENT RESPONSIBILITIES:**

- A) Before arriving at Fleet Management.
  - 1) The department completes the FFA (fixed asset form) when transferring equipment to surplus. For surplus items the receiving numbers are Site #1642 and Building #9994. The equipment will not be accepted without a completed FFA, e-mailed to the Custodian Clerk. To verify the FFA has been received, go to the user reference tab. If it reads FFA YES, Fleet has received the FFA for surplus.
- B) When at Fleet Management.
  - 1) If the equipment is a replacement, and department is receiving new equipment, please see the Shop Superintendent. A FASTER (new equipment pickup) form needs to be signed by the employee to pick up new equipment.
  - 2) If Fleet maintains the equipment, a FASTER Disposal form is needed. Department needs to sign the disposal form. The employee will need to verify the vehicle identification number, odometer reading, removal of radio, etc. when the department turns the equipment in at Fleet.

**FLEET MANAGEMENT RESPONSIBILITIES:**

- A) The equipment will be evaluated by the Shop Superintendent to determine if the vehicle is surplus or could be transferred to another department and notify the Fleet Manager.
- B) After receiving the proper FFA form, the equipment can be updated in Fleet Management's vehicle maintenance and fuel systems.

**TITLE WORK PROCEDURES:**

The Fleet Manager's signature and hand written name (as Seller) is required on title to transfer title work. The auctioneer will insert odometer, date read, and selling price on the title. Taxes are paid at the time of sale when transferred to the owner's name.

**CHANGES TO FLEET COMPUTERIZED TRACKING SYSTEM (FASTER):**

Once Fleet Management receives the FFA to surplus the vehicle and the vehicle is physically located at the Vehicle Maintenance Facility, the Fleet Computerized Tracking System must be updated using the disposal form.

**FISCAL OFFICER**

The customer/department will send the FFA to the custodian clerk at Fleet.

- Go to the equipment inventory User Ref Applet to update receiving the FFA.
- The FFA will be on hold until the equipment is transferred to another department or goes to auction. The FFA will be stored at S/Front Office/Auction/FFA's For Auction/Next Auction.

**Revision Date: June 2010**

**Reviewed Date: June 2011**

**Reviewed Date: April 2012**

**Revision Date: June 2013**