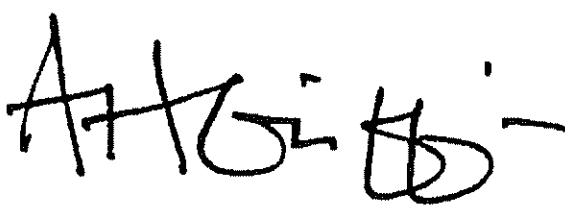


FAIRFAX COUNTY, VIRGINIA PROCEDURAL MEMORANDUM NO. 12-13	
To: Administrative Staff	Date: 12/06/2004 Reference: Procedural Memorandum No. 12-13 dated December 06, 2004
Initiated by: Department of Purchasing and Supply Management (DPSM)	Approved by County Executive: 
Subject: Disposal of Vehicle and Related Equipment	

- I. **PURPOSE:** To provide procedures for ensuring the proper disposal and accountability of Fairfax County's disposal of personal property (vehicles and related equipment) with an acquisition value of \$5,000 or more.
- II. **SCOPE:** This Procedural Memorandum applies to all County agencies, including Boards, Commissions and Authorities, and the Fairfax County Public Schools (FCPS) hereinafter referred to as the County and FCPS.
- III. **BACKGROUND:** The County and FCPS use an auction process to dispose of surplus vehicles and related equipment. The County maintains a contract with an auction company to provide auction services to dispose of vehicles and equipment. The Department of Purchasing and Supply Management (DPSM) has the responsibility of disposing of vehicles and related equipment by auction, donation, and sealed bid or as scrap metal.
- IV. **REFERENCE:** Fairfax County Purchasing Resolution, Article 5, Section 3, Paragraph a, Procedural Memorandum No. 12-03, IX, B, Department of Purchasing & Supply Management, IPM 12-105
- V. **DEFINITIONS:**

Excess Property: Property which exceeds the requirement of the Department to which the property is assigned.

Surplus Property: Property which exceeds the requirement of the entire County.

Custodial Department: The Department to which accountable property (e.g. vehicles) has been assigned and; therefore, has been entrusted with the responsibility of safeguarding the property.

Excess Vehicle Report (SF-15): The form that is used to evaluate and dispose of county owned vehicles.

VI. RESPONSIBILITIES:

A. Custodial Department

The custodial department declares vehicles excess to its needs and notifies Department of Vehicle Services (DVS) by email or memo.

B. DVS

DVS informs the custodial department where to deliver the vehicle.

The DVS evaluates, nominates vehicles for disposal, releases vehicles to auction company, and forwards documentation.

C. Auction Company

The auction company picks up vehicles, conducts auctions, and remits the proceeds.

D. DPSM

The DPSM verifies vehicle information, approves disposals, releases titles to the auction company, monitors auctions, verifies receipts and records disposal action in property records.

E. Department of Finance (DOF)

The DOF verifies disposal actions and updates the record in FASGov.

VII. PROCEDURES:

Vehicles comprise a significant portion of the County and FCPS accountable property accounts. Proper disposition action is critical to an accurate accounting and correct statement of vehicle values in the Comprehensive Annual Financial Report for all vehicles in County and FCPS possession. Therefore, the following procedures must be adhered to when vehicles are declared surplus and disposed of.

A. Surplus Vehicles Determination

1. The custodial department determines that a vehicle is excess to their needs and requests Department of Vehicle Services (DVS) to evaluate the vehicle for redistribution or surplus. The custodial department delivers the vehicle to the DVS facility as instructed for evaluation.
2. The DVS evaluates the vehicle and redistributes if appropriate. If redistribution is not feasible, DVS records the evaluation on the SF-15. The Director of DVS signs the SF-15, forwards the SF-15 and the title to the Department of Purchasing & Supply Management (DPSM), recommending the vehicle be declared surplus. DVS faxes a copy of the SF-15 and the location of the vehicle to the auction company.
3. The DPSM Director signs the SF-15 and title (notifies DVS if not approved for sale), and forwards the SF-15 and title to DPSM, Property Accounts Section.

B Pre-Auction: Vehicle Transfer:

1. The auction company assigns a stock number to each vehicle, prepares a two-part ticket for pickup with the stock number, and faxes the SF 15 back to DVS.
2. The auction company picks up the vehicle. Both the auction company and DVS sign the pickup ticket and each retains a copy.
3. The auction company verifies the vehicle identification number of the vehicles picked-up and faxes a listing of the vehicles to DPSM, Property Accounts Section, with a request for the title.
4. The DPSM Property Accounts Section compares the SF-15 and title information to the listing received from the auction company, and contacts the auction company to pick up the titles.
5. The auction company picks up the titles from DPSM, Property Accounts Section.

C. The Auction:

The DPSM Property Accounts Section representative attends and monitors the auction, signs the mileage statements, and records the sales amount for each vehicle.

D. Post-Auction.

1. The DPSM Property Accounts Section representative delivers the auction information and the SF-15 to the DPSM fiscal assistant.

2. The auction company, upon the completion of the auction, remits a check(s) with detail information (buyer, vehicle information) to DPSM within 10 working days after the public auction.
3. The DPSM fiscal assistant, upon receipt of the sales information from the auction company, verifies and validates the sales information using the information provided by DPSM, Property Accounts Section, including the auction company's percentage (fee).
4. The DPSM fiscal assistant completes the Cash Sheet that breaks down the individual dollars received for the vehicles by index and subobject and attaches it to the deposit. The assistant also completes the Report of Cash Receipts, makes the deposits by index and subobject code for each item, and records the dollars in FAMIS by department, index, and subobject code.
5. The DPSM fiscal assistant copies and forwards the Cash Sheet to DPSM, Property Accounts Section and distributes the SF-15.
6. The DPSM Property Accounts Section receives the SF-15 from the DPSM fiscal assistant, verifies the dollar amount and index, and subobject codes, and records the asset record in the FAS Gov system as a retirement. The Property accounts Section retains and forwards a copy of the SF-15, and the backup documentation (copy of the SF15, Cash Sheet, and a FAS Gov screen print) of the retirement to Department of Finance (DOF).
7. The DOF reviews and authorizes the disposal action in FASGov to remove the vehicle from the County/FCPS property account.