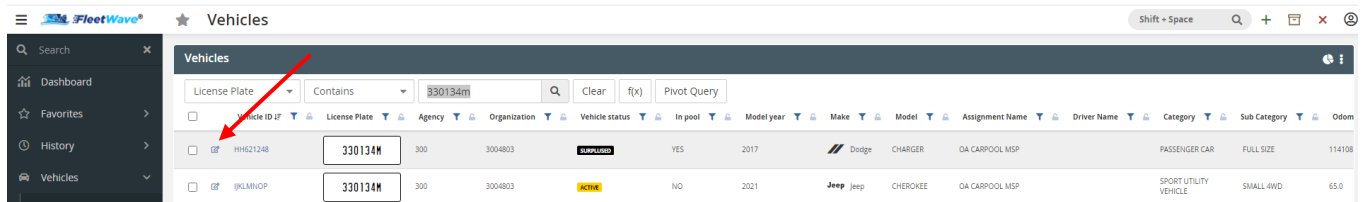


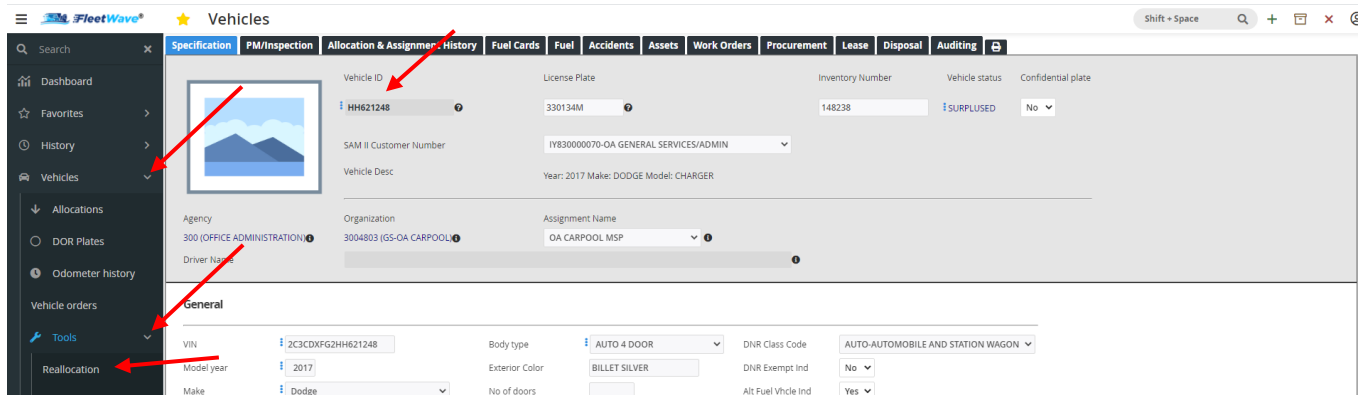
Disposition of Vehicle

Once a vehicle has been sold and you have received the sale proceeds report from Surplus Property, you are now ready to set the old vehicle to “Sold” status in FleetWave.

1. Navigate to the Vehicles module via the left menu bar, and search for the vehicle that sold. Vehicle Status should be set to surplus from your previous training module “Add Vehicle to the System”. Click the Edit icon.



2. This will take you to the vehicle specification tab. From this screen, copy your Vehicle ID. Click Vehicles drop down arrow>Tools drop down arrow>Reallocation.



3. Paste the Vehicle ID into the Vehicle ID field and hit tab. Enter ending odometer from SS1. Enter Start Date, which is the disposal date from SS1. User changes Vehicle Status to 'Sold' and save the record.

Driver Name
Organization 3004803
Close Allocation

Vehicle ID Odometer Start date

Vehicle ID HH621248
Odometer 120000
Previous date 04/23/2021
Start date 05/03/2021
Agency 300 (OFFICE ADMINISTRATION)
New Organization 3004803 (GS-OA CARPOOL)
Assignment Name OA CARPOOL MSP
Vehicle status SOLD
Assignment City JEFFERSON CITY
Assignment ZIP 65101
County COLE
Allocation Reason
Comments

Make Dodge
Derivative DODGE-CHARGER-AUTO
Model CHARGER
Organization 3004803

Save Cancel

4. Select Vehicles. This returns you to the Vehicles module browse screen, vehicle status is changed to "Sold". **Note:** You can stop here unless your agency enters their own surplus sale proceeds previously known as "Disposition Data".

Vehicles

License Plate Contains 330134m Search Clear f(x) Pivot Query

	Vehicle ID	License Plate	Agency	Organization	Vehicle status	In pool	Model year	Make	Model	Assignment Name	Driver Name	Category	Sub Category	Od
<input type="checkbox"/>	HH621248	330134M	300	3004803	sold	YES	2017	Dodge	CHARGER	OA CARPOOL MSP		PASSENGER CAR	FULL SIZE	114108
<input type="checkbox"/>	9KLMNOP	330134M	300	3004803	active	NO	2021	Jeep	jeep	CHEROKEE		SPORT UTILITY VEHICLE	SMALL 4WD	65.0

5. User will now need to enter sale proceeds data. Click the Edit Icon to go back to Specification module.

Vehicles

License Plate Contains 330134m Search Clear f(x) Pivot Query

	Vehicle ID	License Plate	Agency	Organization	Vehicle status	In pool	Model year	Make	Model	Assignment Name	Driver Name	Category	Sub Category	Od
<input type="checkbox"/>	HH621248	330134M	300	3004803	sold	YES	2017	Dodge	CHARGER	OA CARPOOL MSP		PASSENGER CAR	FULL SIZE	114108
<input type="checkbox"/>	9KLMNOP	330134M	300	3004803	active	NO	2021	Jeep	jeep	CHEROKEE		SPORT UTILITY VEHICLE	SMALL 4WD	65.0

6. Click on the Disposal tab.

Search

Dashboard Favorites History Vehicles Workshop Bookings Drivers Accidents

Specification PM/Inspection Allocation & Assignment History Fuel Cards Fuel Accidents Assets Work Orders Procurement Lease Disposal Auditing

Vehicle ID: HH621248 License Plate: 330134M Inventory Number: 148238 Vehicle status: SOLD Confidential plate: No

SAM II Customer Number: IY83000070-OA GENERAL SERVICES/ADMIN

Vehicle Desc: Year: 2017 Make: DODGE Model: CHARGER

Agency: 300 (OFFICE ADMINISTRATION) Organization: 3004803 (GS-OA CARPOOL) Assignment Name: OA CARPOOL MSP

Driver Name:

7. Enter the information in the fields with arrows. Out of Service Date is the date listed on the SS1, Sold Date is the date from the sales proceeds report. MOSASP Date is also the sold date from the sales proceed report. Sale Reason is typically Surplus Property. Net Disposal Proceeds is the amount the vehicle sold for. Vehicle Credit is the amount deposited into the revolving fund.

Search

Dashboard Favorites History Vehicles Workshop Bookings Drivers Accidents Stock Work Orders All Fuel Fuel Vehicle Expenses Reports Utilities Rentals Import/Export Account System

Specification PM/Inspection Allocation & Assignment History Fuel Cards Fuel Accidents Assets Work Orders Procurement Lease Disposal Auditing

Vehicle ID: HH621248 License Plate: 330134M Inventory Number: 148238 Vehicle status: SOLD Confidential plate: No

SAM II Customer Number: IY83000070-OA GENERAL SERVICES/ADMIN

Vehicle Desc: Year: 2017 Make: DODGE Model: CHARGER

Agency: 300 (OFFICE ADMINISTRATION) Organization: 3004803 (GS-OA CARPOOL) Assignment Name: OA CARPOOL MSP

Driver Name:

Out Of Service Date: 04/23/2021 Sold date: 05/03/2021 MOSASP Date: / /

Sale reason: Surplus Property Replacement deferred to: / /

Sales comments:

Buyer Name:

Net Disposal Proceeds: 7500.00

Vehicle credit: 7200.00

Save Cancel