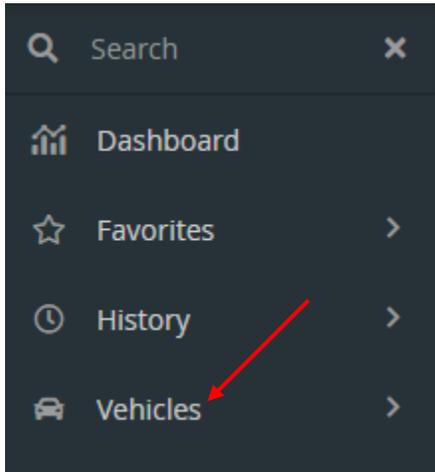
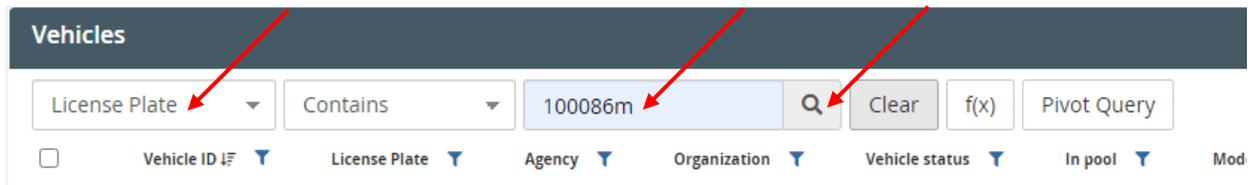


Transfer a Vehicle within your Agency:

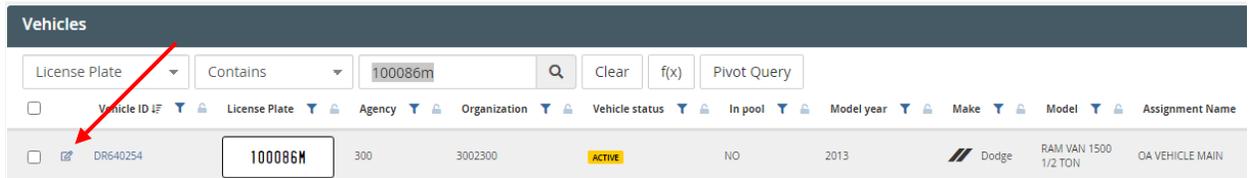
1. Navigate to the Vehicles module via the left menu bar.



2. Enter the License Plate number in the search field of the vehicle to be transferred. Select License Plate search value from the drop down. Click the search icon.



3. Click the Edit icon.



- The system will take you to the Specifications tab. Write down the mileage from this page and select Allocation & Assignment History.

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

Vehicle ID: DR640254 License Plate: 100086M Inventory Number: 145203 Vehicle status: ACTIVE Confidential plate: No

SAM II Customer Number: I3003440000-OA/VEHICLE MAINTENANCE

Vehicle Desc: Year: 2013 Make: Dodge Model: RAM VAN 1500 1/2 TON

Agency: 300 (OFFICE ADMINISTRATION) Organization: 3002300 (DIV OF GENERAL SERVICES) Assignment Name: OA VEHICLE MAIN

Driver Name: [REDACTED]

General

VIN: 2C4JRGAG4DR640254 Body type: VAN CARGO DNR Class Code: LDT-LIGHT-DUTY TRUCK

Model year: 2013 Exterior Color: STONE WHITE DNR Exempt Ind: No

Make: Dodge No of doors: 0 Alt Fuel Vhcle Ind: Yes

Model: RAM VAN 1500 1/2 TON Passenger Capacity: 0 Alt Fuel Exempt: No

Category: VAN Transmission: Automatic Drive Type: 4x2

Sub Category: CARGO MINIVAN Fuel Type: Unleaded Regular OEM or Conversion: OEM

Secondary Fuel Type: E85 Ethanol Converted Date: / /

Operational Info

In service date: 02/13/2013 Delivery Date: 02/13/2013 Date purchased: 01/16/2013

Odometer: 156159.0 Odometer date: 04/29/2021 Date Registered: 02/13/2013

Total Fuel Cost: 23630 Total Cost: 0.00 Distance per year: 19025.87

Fuel Consumption

- From this screen, click the blue Reallocate icon.

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

Vehicle ID: DR640254 License Plate: 100086M Inventory Number: 145203 Vehicle status: ACTIVE Confidential plate: No

SAM II Customer Number: I3003440000-OA/VEHICLE MAINTENANCE

Vehicle Desc: Year: 2013 Make: Dodge Model: RAM VAN 1500 1/2 TON

Agency: 300 (OFFICE ADMINISTRATION) Organization: 3002300 (DIV OF GENERAL SERVICES) Assignment Name: OA VEHICLE MAIN

Driver Name: [REDACTED]

Title Number: TTH13415 Assignment City: JEFFERSON CITY Assignment ZIP: 65109

Primary purpose: TASK SPECIFIC VEHICLE Secondary purpose: UTILITY TRUCK

County: COLE Motor Pool Location: [REDACTED]

In pool: No

Reallocate

- From the Reallocation screen, enter the data where this vehicle is transferring to, the current odometer reading, and the date of transfer. Make sure vehicle status is Active. Click “Save”.

- The system takes you back to the Specification tab. From this screen, change the SAMII Customer Number to the new location and click “Save”.

- Select Allocation & Assignment History tab.

9. From this page, you can change the Primary and Secondary Purpose, Assignment City and County, Primary Contact and Maintenance Contact. Make the necessary changes and click “Save”.

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

Vehicle ID: DR640254 | License Plate: 100086M | Inventory Number: 145203 | Vehicle status: ACTIVE | Confidential plate: No

SAM II Customer Number: I3003410000-OA/CENTRAL MAIL SERVICES

Vehicle Desc: Year: 2013 Make: Dodge Model: RAM VAN 1500 1/2 TON

Agency: 300 (OFFICE ADMINISTRATION) | Organization: 3003410 (GS-MAIL SERVICES) | Assignment Name: OA/GS/CENTRAL M

Driver Name: [Redacted]

Title Number: TTH13415 | Assignment City: JEFFERSON CITY | Assignment ZIP: 65109

Primary purpose: TASK SPECIFIC VEHICLE | Secondary purpose: MAIL/COURIER/DELIVERY

County: COLE | Motor Pool Location: [Redacted]

In pool: No

Allocations Table:

Vehicle ID #	End Date	Odometer	Vehicle status	Agency	Organization	Assignment Name	License Plate	Comments
DR640254	//	159159.0	ACTIVE	OFFICE ADMINISTRATION	3003410 - GS-MAIL SERVICES	OA/GS/CENTRAL M	100086M	
DR640254	04/29/2021	156159.0	ACTIVE	OFFICE ADMINISTRATION	3002300 - DIV OF GENERAL SERVICES	OA VEHICLE MAIN	100086M	
DR640254	04/29/2021	156159.0	ACTIVE	OFFICE ADMINISTRATION	3003410 - GS-MAIL SERVICES	OA/GS/CENTRAL M	100086M	
DR640254	04/28/2021	3.0	ACTIVE	OFFICE ADMINISTRATION	3003410 - GS-MAIL SERVICES	OA/GS/CENTRAL M		

Primary Contact: CLINGMAN, LANCE | 573-751-9646 | Maintenance Contact: CLINGMAN, LANCE | 573-751-9646

Buttons: Reallocate, Save, Cancel

10. This page also shows you the allocation history.

Allocations

Vehicle ID #	End Date	Odometer	Vehicle status	Agency	Organization	Assignment Name	License Plate	Comments
DR640254	//	159159.0	ACTIVE	OFFICE ADMINISTRATION	3003410 - GS-MAIL SERVICES	OA/GS/CENTRAL M	100086M	
DR640254	04/29/2021	156159.0	ACTIVE	OFFICE ADMINISTRATION	3002300 - DIV OF GENERAL SERVICES	OA VEHICLE MAIN	100086M	
DR640254	04/29/2021	156159.0	ACTIVE	OFFICE ADMINISTRATION	3003410 - GS-MAIL SERVICES	OA/GS/CENTRAL M	100086M	
DR640254	04/28/2021	3.0	ACTIVE	OFFICE ADMINISTRATION	3003410 - GS-MAIL SERVICES	OA/GS/CENTRAL M		

11. Your vehicle is now assigned to its new location.

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

Vehicle ID: DR640254 | License Plate: 100086M | Inventory Number: 145203 | Vehicle status: ACTIVE | Confidential plate: []

SAM II Customer Number: I3003410000-OA/CENTRAL MAIL SERVICES

Vehicle Desc: Year: 2013 Make: Dodge Model: RAM VAN 1500 1/2 TON

Agency: 300 (OFFICE ADMINISTRATION) | Organization: 3003410 (GS-MAIL SERVICES) | Assignment Name: OA/GS/CENTRAL M

Driver Name: [Redacted]