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.

Vehicles									
License Plate	•	Contains	100086m 🖌		Q	Clear	f(x)	Pivot Query	
Vehicle ID 4	₹ ₹	License Plate 🛛 🕇	Agency T	Organization	T	Vehicle st	atus 🍸	In pool 🛛 🝸	Mod

3. Click the Edit icon.

Vehicles					
License Plate 👻 Contains	▼ 100086m	Q Clear f(x)	Pivot Query		
🗌 Vynicle ID 🞼 🍸 🔒 License Plate 🍸	🔒 Agency 🍸 🔒 Organization	🕇 🎽 Vehicle status 📘	n pool 🝸 🚔 Model year	🍸 🖴 Make 🍸 🖴	Model 🍸 🚔 Assignment Name
DR640254	300 3002300	ACTIVE	NO 2013	Dodge	RAM VAN 1500 1/2 TON OA VEHICLE MAIN

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

pecification PN	1/Inspection	Allocation & Assign	ment History	Fuel Cards Fu	el Accidents	Assets Work O	rders Procureme	nt Lease Disposal	Auditing 🔒	
		Vehicle ID	<u> </u>	Licer	se Plate			Inventory Number	Vehicle status	Confidential p
		DR640254	0	1000	086M 🕜			145203	ACTIVE	No 🗸
		SAM II Customer N	lumber	130	03440000-OA/VEHI	CLE MAINTENANCE	~			
		Vehicle Desc		Year:	2013 Make: Dodge	Model: RAM VAN 1500	1/2 TON			
Agency		Organization		Assig	nment Name					
300 (OFFICE ADMI)	VISTRATION)	3002300 (DIV OF G	ENERAL SERVIC	ES) () OA	VEHICLE MAIN	~ 0				
Driver Name							0			
VIN	2C4JRGAG	4DR640254		Body type	VAN CARG) v	DNR Class Code	LDT-LIGHT-DUTY TR	UCK	*
Model year	2013			Exterior Color	STONE WHI	TE	DNR Exempt Ind	No 🗸		
Make	Dodge		~	No of doors	0		Alt Fuel Vhcle Ind	Yes 🗸		
Model	RAM VAN	1500 1/2 TON	~	Passenger Capacit	0		Alt Fuel Exempt	No 🗸		
Category	VAN		~	Transmission	Automatic	~	Drive Type	4x2 🗸		
Sub Category	CARGO M	INIVAN	~	Fuel Type	Unleaded i	Regular 🗸 🗸	OEM or Conversion	OEM 🗸		
				Secondary Fuel Typ	E85 Ethano	· ·	Converted Date	//		
Operational In	fo									
In service date	02/13/201	3 🗎		Delivery Date	02/13/2013		Date purchased	01/16/2013		
Odometer	1561	59.0		Odometer date	04/29/2021	iii	Date Registered	02/13/2013		
Total Fuel Cost		23630		Total Cost		0.00 🚱	Distance per year	19025.87		
Fuel Consumpt	tion									

5. From this screen, click the blue Reallocate icon.

Specification PM/Inspection	n Allocation & Assignment History Fuel C	ards Fuel Accidents Assets Work Orders	Procurement Lease Disposal	Auditing 🔒	
	Vehicle ID	License Plate	Inventory Number	Vehicle status Confiden	ial plate
	DR640254	100086M 🕑	145203	ACTIVE No 🗸	
	SAM II Customer Number	13003440000-OA/VEHICLE MAINTENANCE	v		
	Vehicle Desc	Year: 2013 Make: Dodge Model: RAM VAN 1500 1/2 TON			
Agency	Organization	Assignment Name			
300 (OFFICE ADMINISTRATION)	3002300 (DIV OF GENERAL SERVICES)	OA VEHICLE MAIN 🗸 🛛			
Driver Name			0		
Title Number TTH	H13415	Assignment City JEFFERSON CI	ΓY		Assement ZIP 65109
Primary purpose TAS	SK SPECIFIC VEHICLE V	Secondary purpose UTILITY TRUC	ж	*	
County COI	DLE 🗸				
In pool	o v	Motor Pool Location	~		Reallocate

6. 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".

Reallocate Replate vehicle Allocate Assets						
Driver Name		0				
Organization	3002300					
Close Allocation						
Vehicle ID		Odometer		Start da	ite	
Vehicle ID	DR640254	0	Maka	Dodgo	Model	DAM VAN 1500 1/2 TON
Odometer	159159		Derivative	DODGE-RAM VAN 1500 1/	Organization	3002300
			bennanc	00002100010000	018011200011	5002500
Previous date	04/29/2021	_				
Start date	04/29/2021					
Agency	300 (OFFICE ADMINISTR	ATION) 🗸				
New Organization	3003410 (GS-MAIL SERVI	CES) 🗸 🗸	•			
Assignment Name	OA/GS/CENTRAL M	~				
Vehicle status	ACTIVE	~				
Assignment City	JEFFERSON CITY					
Assignment ZIP	65109					
County	COLE 🗸					
Allocation Reason	~					/
comments			11			
						Save Cancel

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

Specification PM/Inspection	Allocation & Assignment History	Fuel Cards Fuel Accidents Assets Work Orders Procurement Lease Disposal Auditing 🖨	
	Vehicle ID	License Plate Inventory Number Vehicle status Confidential plate	
	DR640254	100086M Ø 145203 iactive No •	
	SAM II Customer Number	I3003410000-OA/CENTRAL MAIL SERVICES	
	Vehicle Desc	Year: 2013 Make: Dodge Model: RAM VAN 1500 1/2 TON	
Agency	Organization	Assignment Name	
300 (OFFICE ADMINISTRATION)	3003410 (GS-MAIL SERVICES)	OA/GS/CENTRAL M 🗸 🖸	
Driver Name		0	

8. Select Allocation & Assignment History tab.

Specification	PM/Inspection	Allocation & Assignment History	Fuel Cards	Fuel	Accidents	Assets	Work Orders	Procurement	Lease	Disposal	Auditing 🔒	
		Vehicle ID	Licens	e Plate				In	ventory Nur	nber	Vehicle status	Confidential plate
		DR640254	10008	6M	0			1	45203		ACTIVE	No 🗸
		SAM II Customer Number Vehicle Desc	13003 Year: 2	410000- 013 Mak	OA/CENTRAL M e: Dodge Mode	IAIL SERVIC	ES	×				
Agency		Organization	Assign	ment Na	me							
300 (OFFICI	ADMINISTRATION)	3003410 (GS-MAIL SERVICES)	OA/G	S/CENTF	RAL M	~ (
Driver Nam	e							0				

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".

Specificatio	n PM/Inspecti	on Allocation & Assig	gnment History	Fuel Cards Fuel Acc	idents Assets Work Orders	Procurement Lease Disposal	Auditing 🖨		
_		Vehicle ID		License Plate		Inventory Number	Vehicle status Confidential plat	e	
		DR640254	0	100086M	•	145203	ACTIVE No 🗸		
		SAM II Customor	r Numbor	13003/10000-04/CE	NTRAL MAIL SERVICES				
		Sein in Customer	rivaniber	13003410000 070 02					
		Vehicle Desc		Year: 2013 Make: Dod	ge Model: RAM VAN 1500 1/2 TON				
Agency		Organization		Assignment Name					
300 (OFFIC	E ADMINISTRATION)0 3003410 (GS-MA	NL SERVICES)	OA/GS/CENTRAL M	~ 0				
Driver Nan	ne					0			
Title Numb	er TT	H13415		Assignm	ient City JEFFERSON C	тт		Assignment ZIP	65109
Primary pu	irpose T.	SK SPECIFIC VEHICLE	~	Seconda	ary purpose MAIL/COURI	IER/DELIVERY	~		
County	с	DLE V							
In pool	E N	• •		Motor P	ool Location	~			Reallocate
	Allocations								1
	Vehicle ID 1₹	End Date	Odometer	Vehicle status	Agency	Organization	Assignment Name	License Plate	Comments
0	DR640254	17	159159.0	ACTIVE	OFFICE ADMINISTRATION	3003410 - GS-MAIL SERVICES	OA/GS/CENTRAL M	100086M	
0	DR640254	04/29/2021	156159.0	ACTIVE	OFFICE ADMINISTRATION	3002300 - DIV OF GENERAL SERVICES	OA VEHICLE MAIN	100086M	
0	DR640254	04/29/2021	156159.0	ACTIVE	OFFICE ADMINISTRATION	3003410 - GS-MAIL SERVICES	OA/GS/CENTRAL M	100086M	
0	DR640254	04/28/2021	3.0	ACTIVE	OFFICE ADMINISTRATION	3003410 - GS-MAIL SERVICES	OA/GS/CENTRAL M		/
Primary Co	intact C	INGMAN, LANCE		✓ Mainten	ance Contact CLINGMAN.				
	57	3-751-9646			573-751-9646	5			Course Coursel
									Save

10. This page also shows you the allocation history.

		r8		<i>j</i>					
	Allocations				:				
	Vehicle ID 1₹	End Date	Odometer	Vehicle status	Agency	Organization	Assignment Name	License Plate	Comments
0	DR640254	17	159159.0	ACTIVE	OFFICE ADMINISTRATION	3003410 - GS-MAIL SERVICES	OA/GS/CENTRAL M	100086M	
0	DR640254	04/29/2021	156159.0	ACTIVE	OFFICE ADMINISTRATION	3002300 - DIV OF GENERAL SERVICES	OA VEHICLE MAIN	100086M	
0	DR640254	04/29/2021	156159.0	ACTIVE	OFFICE ADMINISTRATION	3003410 - GS-MAIL SERVICES	OA/GS/CENTRAL M	100086M	
0	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 A	Allocation & Assignment History	Fuel Cards Fuel Accidents Assets Wo	rk Orders Procure	nent Lease	Disposal Auditing 🖨		
	Vehicle ID	License Plate	Inventory Number	Vehicle status	Confidential plate		
	DR640254	100086M@	145203	ACTIVE			
	SAM II Customer Number	13003410000-OA/CENTRAL MAIL SERVICES					
	Vehicle Desc	Year: 2013 Make: Dodge Model: RAM VAN 1500 1/2 TON					
Agency	Organization	Assignment Name					
300 (OFFICE ADMINISTRATION)	3003410 (GS-MAIL SERVICES)	OA/GS/CENTRAL MO					
	•						