

1. Many disposals will start as a transfer from another department to Fleet
 - a. They fill out FA-02, Transfer Form and send it to Purchasing.
 - b. When database updates are complete notifications are sent to original owner, to Paula Thornton and Fleet-Admin email.
 - c. Fleet & the department arrange physical transfer of asset.

2. Fleet determines if asset is to be kept or disposed
 - a. Keepers are:
 - i. Kept in Fleet, or
 - ii. Transferred to another department (another FA-02 Transfer form to be filled and sent)
 - b. Disposed assets are discussed in the next section

3. Normal disposals are just paperwork + submission to commissioners court, followed by pictures/notes and an auction listing
 - a. I need these – because they simplify submission/documentation to commissioner’s court:
 - FA-03, Disposal
 - FA-06 or FA-07 (pre-auction inspection forms)
 - The department
 - some (2 to 5) pictures of the asset
 - FASTER Vehicle Auction Report (117?) When FASTER is completely up to date & has data to send on that unit.
 - And, it would be great if the appropriate GovDeals form (vehicle, tractor, heavy truck, heavy equipment, buss, etc.) would be filled out – because it helps out a ***lot*** when making the auction listing
 - The GovDeals forms have a lot of info, and that doesn’t need to be done before commissioners court
 - And, in a best case scenario, the

→ here’s some things that modify #3:

- If the vehicle was destroyed in an accident:
 - If it’s the responsibility of a 2nd party (like, if a regular citizen with insurance smashed up one of our cars)
 - Then Legal gets involved... and I’ll need:
 - FA-03
 - Incident Report (department should have)
 - Pictures
 - FASTER Vehicle Auction report if available
 - (I’ll take, but don’t need, vehicle damage assessment)
 - Then, I think Legal and Purchasing work together – because I don’t want to dispose of the vehicle before the negotiations are complete between Legal and the other insurance company. When those are finalized, Purchasing will put the matter to commissioner’s court and the Asset Coordinator surrenders the title to Legal
 - If the vehicle was destroyed and we need to eat the cost (county responsible accident, accident with citizen with no insurance, hurricane/flooding, extreme vandalism, etc.)

- I'll need these
 - FA-03
 - Incident Report (department should have)
 - Pictures
 - FASTER Vehicle Auction report if available
 - Mechanic assessment/quotes for repair
 - And, ideally, a department head/division head email or letter indicating making the request for disposal based on the value of the vehicle/equipment versus the cost of repairs
 - FEMA based emergencies (flooding, hurricane) – Betsy & Professional Svcs may get involved here or earlier
 - After commissioners court gives permission I'll seek a salvage title from the state – if needed
 - Auction will be held afterwards if appropriate
- If the vehicle is to be donated or sold at an advantageous price (501(c)(3) organizations and political subdivisions of Galveston County like Bayou Vista or Texas City ISD)
- I'll need:
 - FA-03
 - Letter from the requesting entity asking for donation/advantageous direct sale (ideally on letterhead)
 - Letter from Fleet or higher recommending the donation
 - (the relationship between the two letters is that the Request asks for something and the Response says, "It is recommended that this request be satisfied with surplus equipment <details>")
 - And the Purchasing Agent will follow up with his letter the whole thing becomes a packet
 - Pictures
- If the asset/vehicle/equipment is stolen then:
- The department will ***not*** be allowed to transfer the item to Fleet
 - I'll work with the department to provide:
 - FA-03
 - Incident report
- After disposal occurs through any means Purchasing notifies Fleet