



New Vehicle Acquisition Process

1. The Department will notify Fleet Auto Shop of new vehicle(s) that will need to be processed. The original paperwork (bill of sale, certificate of origin, odometer, etc.) from Dealer must occupy the vehicle(s). **NOTE: All MSCS newly purchased vehicles should be delivered to 1364 Farmville Road, ATTN: Fleet Auto Shop Supervisor.**
2. The marking process will take place at the Fleet Auto Shop. The technician will assign a MSCS barcode to the new vehicle. Afterwards, he/she will record the MSCS barcode, MSCS vehicle number, VIN, PO number, make and model on an Asset Disposition Form.
3. A gas card is assigned to the new vehicle after the purchaser provides the budgetary coding for gas purchases to the Fuel Supervisor.
4. After the vehicle(s) have been processed, Fleet Auto Shop will forward all original paperwork along with the signed Asset Disposition Form to the Office of Asset Management.
5. The requester of the new vehicle is responsible for requesting a check to purchase government tag(s) in the amount of \$22.50 for each new vehicle. The check should be made payable to Shelby County Clerk Office. Fiscal Services will contact Asset Inventory Manager when Shelby County Clerk's check is ready.
6. The Office of Asset Management will go to Shelby County Clerk Office, 150 Washington Avenue to obtain the title and government license plate for new board vehicle(s).
7. The Office of Asset Management will contact Fleet/Auto Shop that the license plates are ready to be placed to the vehicle(s).
8. Fleet/Auto Shop will notify the Department and/or Division that the government tags have been acquired and placed on new vehicles and ready for pick up.