

## **MOBILE EQUIPMENT ACQUIRED BY DONATION, CONFISCATION, GIFT, OR OTHER NON-PURCHASE METHODS**

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### **SUMMARY**

This procedure explains how to request that mobile equipment acquired without a County Purchase Order (i.e. Confiscation, Donation, Grant Transfer, Gift, etc.) be added to a department's mobile equipment inventory.

The Internal Services Department (ISD) Fleet Management Division (FMD) is charged with the responsibility of maintaining a database for all County-owned Mobile Equipment on which FMD provides repair, maintenance, and fueling services. Such equipment will be recorded into the Fleet Management Software (FMS) and the Automated Fueling Software (AFS) systems. All mobile equipment assets, regardless of who performs repair services, are cataloged in an asset management system by the ISD Materials Management Division.

### **PROCEDURE**

#### For Mobile Equipment Not Maintained by FMD

1. Create and submit a vehicle request form for approval by the Office of Management and Budget and the Mayor's Office. A blank copy of this form can be obtained by using the following link <http://intra.miamidade.gov/internalservices/library/forms/vehicle-request-form.pdf>. To the vehicle request, attach copies of all pertinent documents (i.e. Court Papers, Board of County Commissioners' Resolution, Department Director or Mayor's Office Memorandum, etc.).
2. When the vehicle request is approved and received by FMD, the department must create and submit a Capital Equipment (CE) requisition in ADPICS through the mobile commodity equipment approval path. In the body of the requisition include the full description of the mobile equipment (i.e. Year, Make, Model, SN or VIN, Type of Equipment, Fuel Type and Capacity, etc.) and type in the capital asset value in the unit cost field.
3. If the vehicle needs access to the fueling system, the receiving department will need to provide all pertinent information on the vehicle(s) to the FMD Fueling Section to be entered into the Assetworks Fleet Management System (M5) and the Automated Fueling System (AFS).
4. FMD Fueling Services Section will coordinate with the department the appropriate access to fuel; either a fuel card will be generated or a Vehicle Identification Transponder (VIT) or Radio Frequency Identification (RFID) fueling module will be installed.

For Mobile Equipment that is Maintained by FMD

1. Contact the appropriate Light or Heavy Equipment Service Manager to schedule an in-depth inspection, equipment evaluation, and recommendation (i.e. equipment should or should not be accepted as part of the department's fleet or should be turned in for disposal).
2. If a mutual decision is made to not place the equipment in service, the department will need to make arrangements to pick-up the equipment from the shop and to dispose of the equipment through the surplus property process administered by the ISD Materials Management Section. FMD does not coordinate pick up and disposal or disposes mobile equipment it does not own.
3. If a decision is made to retain the asset for County operations, the department will be required to create and submit a vehicle request form for approval by the Office of Management and Budget and the Mayor's Office. A blank copy of this form can be obtained by using the following link <http://intra.miamidade.gov/internalservices/library/forms/vehicle-request-form.pdf>. To the vehicle request, attach copies of all pertinent documents (i.e. Court Papers, Board of County Commissioners' Resolution, Department Director or Mayor's Office Memorandum, etc.)
4. When the fully authorized vehicle request is received by FMD, the department must create and submit a Capital Equipment (CE) requisition in ADPICS through the mobile commodity equipment approval path. In the body of the requisition include the full description of the mobile equipment (i.e. Year, Make, Model, SN or VIN, Type of Equipment, Fuel Type and Capacity, etc.) in question and type in the capital asset value in the unit cost field.
5. When FMD receives the requisition electronically (through ADPICS), it will start the vehicle acceptance process by requesting and obtaining DC #'s from ISD Materials Management Capital Inventory Section and creating the acceptance sheet, which will be completed by the appropriate FMD Shop and returned to the FMD's Administrative Office in order to enter the vehicle's information into M5 and the AFS.
6. FMD will coordinate with the receiving department for the appropriate access to fuel; either a fuel card will be generated or a VIT or RFID will be installed.
7. The FMD shop will prepare the mobile equipment for County service, including the installation of County logos and County tags where applicable.
8. When the vehicle is ready for service, the FMD shop will contact the appropriate department to place the vehicle in service. The department will need to authorize the ISD FMD Equipment Transfer (Form 4) acknowledging they have taken possession of the vehicle and a copy of this fully authorized form is provided to the department representative that signed the form and routed to the FMD Administrative Office for processing.

**CONTACT(S):**

**Department/Division**

Internal Services Department/Fleet Management Division