

## **15.21 Vehicle Purchases and Sales**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to replace, expand, or reduce the vehicle fleet to meet customer and agency needs.

### Procedure:

The purchase or sale of fleet vehicles is at the recommendation of the Service Technician or the Transportation and Facilities Supervisor and upon the approval of the Transportation and Facilities Supervisor, the Director of Facilities, and the CEO/President.

If the total purchase amount is in excess of \$10,000, the Board of Trustees must pre-approve the purchase of a vehicle.

Fleet vehicles will be transferred to the Used Car Lot for sale and will be sold under applicable policies and procedures found in Section 19, *Used Car Lot*.

Fleet vehicles designated for sale at the used car lot will be removed from the current fleet inventory and entered into the used car lot inventory.

The Transportation and Facilities Supervisor must be immediately notified upon the purchase or sale of a vehicle in order to add or delete insurance coverage.