

## **19.06 Sales**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain proper records for all vehicles sold from the Used Car Lot.

### Procedure:

Licking/Knox Goodwill Industries, Inc. will maintain complete sales and vehicle registration information for each vehicle sold from the Used Car Lot. The following sales documents will be maintained at the Used Car Lot for each vehicle sold:

- Used Vehicle Order (Bill of Sale) - (White copy to customer, yellow copy to Finance Department, pink copy for Used Car Lot file)
- Power of Attorney (If applicable, signed by customer and salesperson)
- Purchaser's Acceptance of Motor Vehicle
- Thirty-Day License Plate Registration (as needed; copy only)
- Odometer Statement
- Copy of Licking County Clerk of Courts receipt
- Copy of Tax Exempt Certificate (if applicable)
- Copy of daily deposit slip
- Warranty Disclaimer

The Licking County Clerk of Courts original receipt and the Used Car Lot Sales Report will be forwarded to the finance office within two business days of a sale of a vehicle:

Ohio sales tax will be recorded for each vehicle sale and paid upon transfer of title.