

## **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. Proceeds from the sales of vehicles sold from the Used Car Lot, along with the Licking County Clerk of Courts receipt, Used Car Lot Sales Report, and yellow copy of Used Vehicle Order (Bill of Sale) shall be forwarded to the Finance Department within 24 hours of sale. Proceeds from the sale of other, non-titled items sold from the Used Car Lot shall be forwarded to the Finance Department no later than the next business day.

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 sales tax receipt
- Copy of Tax Exempt Certificate (if applicable)
- Copy of daily deposit slip
- Warranty Disclaimer