

# USED VEHICLE AUTO AUCTION INSTRUCTIONS

Vehicles sold at the Manheim Central Penn Auto Auction (488 Firehouse Road Grantville, PA 17028).

## **Automotive Officers should:**

### **Inspect vehicle:**

Ask driver to identify any problems, mechanical or physical

Complete disposition report

Contact Vehicle Operations to make arrangements for drop-off. They can be contacted by calling (717) 787-4252

Return vehicle in clean condition with at least ¼ tank of fuel

Include pictures of out-of-town vehicles with a contact name and phone number

### **Coding:**

Special fund vehicles require accurate revenue and appropriation codes to ensure money is transmitted to proper accounts. Please include the following information:

- SAP fund
- SAP G/L
- SAP cost center

Your agency's fiscal or comptroller's office can help.

Complete Form STD-556 (Used Car Disposition Report) with 3 copies plus original

Copy 1 – remains with vehicle

All other copies go to Vehicle Operations Division

### **Keys:**

Keys must be removed from the vehicle and given to the person responsible for the vehicle at the drop-off location

### **License plate:**

Leave license plate/s on vehicle

### **Vehicle cards:**

Return registration card and WEX credit cards to Vehicle Operations