	CHAPTER: Purchasing	POLICY:
		PAGES: 2
	SUBJECT: Auto Titles and Vehicle Registrations	
RELATED POLICIES:	ENABLING RESOLUTION:	216-1986
	RESOLUTION DATE:	September 24, 1986
	REVISED RESOLUTION & DATE:	
OFFICE WITH PRIMARY RESPONSIBILITY: Purchasing		

I. POLICY STATEMENT

The Purchasing Director shall be the custodian of the Kansas Titles and vehicle registrations of all County owned vehicles. Kansas Titles and current vehicle registrations of all County owned vehicles will be filed and maintained in the Purchasing Department. A list of all County owned vehicles will be maintained in the Purchasing Department detailing vehicle number assigned by the Central Motor Pool, i.d. number of the vehicle assigned by the manufacturer, and license tag number.

Departments assigned County owned vehicles shall be responsible for all costs of titles, tags and decals for such vehicles.

II. DEFINITIONS

License Tags – The metal plates issued by the State of Kansas every five years to be attached to a vehicle.

Decals – An adhesive backed device issued by the State of Kansas to be affixed to the License Tag on an annual basis for renewal.

Kansas Vehicle Title (Title) – Official document of ownership issued by the State of Kansas for each vehicle registered and tagged in the State.

Registration – A document issued by the State of Kansas each time new license tags or decals are issued.

III. PROCEDURES

A. Title and registration of new vehicles

1. The department assigned the County vehicle shall submit a payment voucher for the purchase of license tag to the Purchasing Department.

2. The Purchasing Department shall purchase license tag and decal and obtain registration from the Auto Tag Department.
3. ---(*text not legible in original document*)-- appropriate State of Kansas agency to obtain Title.
4. The Purchasing Department shall forward the License Tag and a copy of the vehicle registration to the department assigned the vehicle. The assigned department shall maintain the copy of the vehicle registration in the vehicle at all times.
5. Upon receipt from the state, the Purchasing Department shall file and maintain the vehicle title.

B. Tagging County vehicles

1. License tags of County vehicles must be renewed each year. Automobiles and motorcycles are tagged in October. All trucks are tagged in January.
2. The State of Kansas forwards vehicle registration for County owned vehicles in the appropriate month to the Purchasing Department.
3. The Purchasing Department shall advise assigned departments when license tags must be renewed.
4. Assigned Departments shall submit a Payment Voucher for the purchase of tags or decals to the Purchasing Department.
5. The Purchasing Department shall Purchase tags or decals and forward them to the Central Motor Pool
6. The Central Motor Pool shall attach tags to vehicles or affix decals to tags.

B. Disposing County vehicles and vehicle titles

1. Upon trade-in or sale of a County vehicle, title of the vehicle shall be transferred to the new owner by the Purchasing Department.
2. If a vehicle is salvaged or wrecked, the Purchasing Department shall forward vehicle title to the appropriate State agency.

R# 216-1986

RESOLUTIONA RESOLUTION ADOPTING POLICIES AND PROCEDURES
REGARDING AUTO TITLES AND VEHICLE REGISTRATIONS
OF ALL COUNTY OWNED VEHICLES

WHEREAS, the Board of County Commissioners of Sedgwick County, Kansas, desires to adopt policies and procedures regarding the filing and maintaining of Kansas Titles and current vehicle registrations of all County owned vehicles; and

WHEREAS, the adoption of said policies and procedures is authorized pursuant to K.S.A. 19-101a; and

WHEREAS, this resolution rescinds all previous resolutions and/or policy statements by the Board of County Commissioners concerning the filing and maintaining of Kansas Titles and current vehicle registrations of all County owned vehicles.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SEDGWICK COUNTY, KANSAS, that the policy attached to this resolution entitled "Auto Titles and Vehicle Registrations" be and is hereby adopted by the Board of County Commissioners of Sedgwick County, Kansas; and that furthermore, all previous resolutions and/or policy statements adopted by the Board of County Commissioners regarding the filing and maintaining of Kansas Titles and current vehicle registrations of all County owned vehicles in violation of this resolution are hereby rescinded and made void.

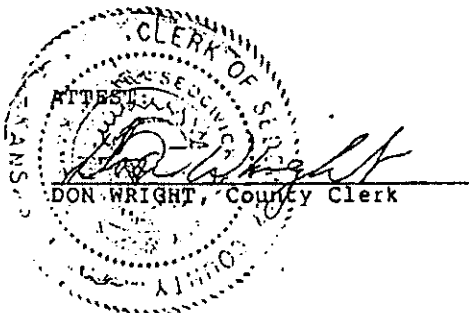
Commissioners present and voting were:

BERNARD A. HENTZEN

DONALD E. GRAGG

TOM SCOTT

DATED this 24th day of September, 1986.



DON WRIGHT, County Clerk

BOARD OF COUNTY COMMISSIONERS OF
SEDGWICK COUNTY, KANSAS

Bernard A. Hentzen
BERNARD A. HENTZEN, Chairman

Donald E. Gragg
DONALD E. GRAGG, Commissioner

Tom Scott
TOM SCOTT, Commissioner

APPROVED AS TO FORM ONLY:

C. Robert Bell
C. ROBERT BELL
Assistant County Counselor