

Florida

Department of Highway Safety and Motor Vehicles

Division of Motorist Services

PROCEDURE	SUBJECT:		
RS-52	TAX COLLECTOR-INVENTORY		
DESCRIPTION AND USE:			
<p>THIS PROCEDURE IS PROVIDED TO ASSIST TAX COLLECTOR EMPLOYEES, LICENSE PLATE AGENCY EMPLOYEES AND THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES TO PROVIDE BASIC INFORMATION AND INSTRUCTIONS FOR COUNTY TAX COLLECTORS, LICENSE PLATE MANAGERS AND SUPPLY CLERKS TO ORDER, VERIFY RECEIPT OF INVENTORY AND PICKUP OF INVENTORY.</p>			
<p>I. PROVISIONS OF LAW:</p> <p>Section 320.06(4), Florida Statutes, provides that the corporation organized pursuant to Chapter 946, Florida Statutes, may manufacture license plates, validation decals, temporary license plates, disabled parking permits and vessel decals. The corporation is known as Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE). There is no statutory provision for disposing of obsolete license plates, however, administratively, there is an agreement between the department and PRIDE for that function.</p>			
<p>II. DOCUMENTATION REQUIRED AND SPECIAL INSTRUCTIONS FOR ORDERS:</p> <p>ALL INVENTORY PARAMETERS</p> <p>Since the inventory parameters (minimum inventory level, re-order point and maximum inventory level) are different for each agency, the Division of Motorist Services requires all license plate agencies to maintain a two month supply of inventory. The re-order point represents a two month usage level. All inventory parameters are set automatically for each agency based on actual annual usage.</p> <p>By contract, PRIDE has 45 calendar days from the time they receive an inventory order, to manufacture and ship the inventory.</p> <p>The license plate agency should only place an order in FRVIS (for all types of accountable inventory) when the quantity of inventory on hand has dropped below the re-order point.</p> <p>NOTE: If an EMERGENCY inventory order is needed, call the Inventory Control Unit at (850) 617-2809 and specify your request. An inventory representative will facilitate your request.</p>			
<p>Revision(s) to this procedure: <i>Changed the re-order point usage level on page 1. Added D on page 4 and clarified what type of license plate in E on page 4.</i></p>			
DIVISION DIRECTOR	EFFECTIVE DATE	REVISION DATE	PAGE #
	Immediately	10/31/12	RS-52-01

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III. OBSOLETE INVENTORY:

When statutory changes are made by the Legislature or a re-design of an inventory item occurs, the department will distribute a Technical Advisory requiring the obsolete inventory to be picked up and destroyed by PRIDE. The obsolete inventory must be transferred to Bin 67 using the "Make Inventory Obsolete" transaction in FRVIS and an Inventory Report printed prior to being picked up by PRIDE. The inventory report must be accurately signed and submitted to the Division of Motorist Services.

IV. AUDIT REQUIREMENTS OF OBSOLETE INVENTORY:

The following actions are required in order to meet the audit requirements:

- A. After notification that a certain type of inventory has been identified as obsolete, an Inventory Bin Inquiry of bin 67 must be printed listing the inventory items to be picked up by PRIDE as obsolete.
- B. The tax collector or a designated employee verifying the inventory items must sign the Inventory Bin Inquiry of bin 67 before PRIDE can pick up the inventory.
- C. When PRIDE makes their next delivery of inventory items and there is room on the truck, **or when PRIDE makes arrangements to pick up surrendered inventory items**, they will pick up these inventory items. The representative from PRIDE picking up the inventory items must also sign the Inventory Bin Inquiry.
- D. A copy of the signed Inventory Bin Inquiry must be distributed to and retained by each of the following until the audit for that fiscal year is completed:
 - 1. The tax collector's office.
 - 2. PRIDE.

V. INVENTORY ASSIGNED TO EFS AGENCIES:

- A. Initial supply of inventory will be determined by the volume of transactions normally processed by the EFS agency and at the discretion of the tax collector. Thereafter, the reorder will be determined by the actual usage.
- B. Upon receipt of the assigned inventory, the EFS agency representative will immediately verify the inventory shipment against the packing slip. Any discrepancies between the packing slip and the inventory shipment must be brought to the attention of the tax collector's agency at time of delivery. The representative must sign a copy of the packing slip acknowledging receipt of the inventory. The tax collector's agency and the EFS agency shall retain a copy of the receipt.

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- C. The EFS agency must provide an actual physical inventory of the number of all license plates in inventory and in pending status, including those that have been completed, but not sent to the tax collector's agency. An authorized employee or supervisor must record the beginning and ending consecutive numbers of each type of license plate. A signed copy of this inventory must be forwarded to the tax collector's office no later than the second business day after inventory is taken.

- D. The EFS agency will monitor inventory assigned to their users and be able to identify inventory that has been issued and/or returned. If any inventory is missing, payment is required as determined by the department for the missing inventory type. The EFS agency must file a stolen report with the local law enforcement agency and submit the following to the tax collector's agency within 72 hours:
 - 1. The voided registration.
 - 2. Copy of police report.
 - 3. A notarized/perjury clause affidavit signed by the manager of the EFS agency explaining the circumstances.

- E. If a transaction has been voided and the inventory is NOT to be used again, the inventory status must be marked as "RT" before the inventory is returned to the tax collector's office. The EFS agency must submit the following to the tax collector's agency:
 - 1. The voided registration.
 - 2. The license plate with decal affixed.
 - 3. A signed affidavit on the EFS agency letterhead explaining the circumstances as to why the inventory is to be cancelled.

NOTE: If the inventory being returned is not in "RT" status the tax collector's agency must return the inventory to the EFS agency to correct the status.

- F. When notification is received from the department for obsolete inventory, the EFS agency must inventory the obsolete inventory type, list on form HSMV 84003, Receipt and Certificate of Disposal for Obsolete License Plates, and return to the tax collector's agency.

VI. MISCELLANEOUS INFORMATION:

- A. Check all inventory levels every Monday. If inventory is needed, the order must be placed prior to Wednesday.

- B. After an inventory order is approved by the division, the assignment of the inventory numbers is processed systematically for that order (every Wednesday).

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C. All LICENSE PLATE purchase orders are electronically transmitted (every Wednesday) to PRIDE with authorization to manufacture the inventory.

D. Regular graphic (RGR, RGS, RMR) license plate orders must be placed in increments of 100.

E. Specialty/Special license plate orders must be placed in increments of 10, 25, 50, 75 or 100 items. Orders not placed in these specified increments will be adjusted down to the lower increment.

Example: 11 ordered – 10 would be approved.
74 ordered – 50 would be approved.

NOTE: If less than 10 specialty/special license plates are needed, please contact the Inventory Control Unit at (850) 617-2809.

F. The license plate agency should check the status of inventory orders to determine if an order has been modified or cancelled.

G. All "voided" decals are to be disposed of locally (within the county) by either shredding or incinerating the decals.