
	APPLICABILITY All Sno-Isle TECH Skills Center Programs		
	EFFECTIVE DATE March 8, 2021	PAGE NUMBER 1 of 2	POLICY NUMBER SIF 002. Version No.1
	TITLE Vehicle Sales		

Brief Description

Official process for vehicle sales.

Task and Position Responsible

- 1) **Instructor** determines that vehicle is ready to sell
- 2) **Instructor** advertises the vehicle
 - a) Word of mouth
 - b) Class Bulletin Board
- 3) **Instructor** identifies a Buyer
 - a) Buyer must be 18 years old or accompanied by a parent
- 4) **Instructor** completes the following forms:
 - a) **Vehicle Disclaimer / Receipt**
 - b) **Declaration of Buyer and Seller Regarding Value of Used Vehicle Sold**
- 5) **Buyer and Instructor** sign the forms.
- 6) **Bookkeeper** makes one copy of the completed forms and gives the copies to the Buyer.
- 7) **Bookkeeper and Instructor** accept payment from Buyer.
- 8) **Instructor** releases the vehicle to the Buyer.
- 9) **Bookkeeper and Instructor** place the check/money and original forms in a Security Envelope. They both sign, date, and seal the envelope and place it in the locked filed box in the Sno-Isle Staff room.
- 10) **Bookkeeper** sends the Foundation Treasurer a notification email and carbon copies the following people on the email:
 - a) Instructor
 - b) Foundation President

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- 11) **Foundation Treasurer** files the Report of Sale online within 5-days of the sale at <https://www.dol.wa.gov/vehicleregistration/transfertitle.html#gather> and prints a copy of the completed form.

- 12) **Foundation Treasurer** deposits check/money and places the following documents into the binder located in the Auto Tech Teacher's office:
 - a) Report of Sale
 - b) Vehicle Disclaimer / Receipt
 - c) Declaration of Buyer and Seller Regarding Value of Used Vehicle Sold

- 13) **Foundation Treasurer** Records the monies received in the appropriate department account.

Approved:



 Lisa Fritch, Sno-Isle TECH Skills Center Foundation
 President

3/8/2021

 Date Signed:

Current Foundation Email Addresses:

Sno-Isle TECH Skills Center President: Lfritch@everettcc.edu

Sno-Isle TECH Skills Center Treasurer: kelseyann320@gmail.com