

Motor Vehicle Procedure Manual

Registration

Tax Collector Inventory

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Legal Authority

[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.

Description and Use

This procedure is provided to assist employees of the Tax Collector, the Florida Department of Highway Safety and Motor Vehicles (FLHSMV) and License Plate Agents with basic information and instructions to order, verify receipt of inventory, and pickup of inventory.

Documentation Required and Special Instructions for Orders

All Inventory Parameters

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 three-month supply of inventory.

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Effective Date: Immediately

The re-order point represents a three-month usage level. On the motor vehicle issuance system view notification screen, subtract the max level from the total line to determine the amount of inventory to be ordered. Orders may only be placed for inventory items when the reorder flag is marked.

All inventory parameters are set automatically for each agency based on actual - usage.

By contract, PRIDE has 45 calendar days from the time they receive an inventory order, to manufacture and ship the inventory.

The license plate agency should only place an order in the motor vehicle issuance system (for all types of accountable inventory) when the quantity of inventory on hand has dropped below the re-order point.

If an EMERGENCY inventory order is needed, call the Inventory Control Unit at (850) 617-2900 and specify your request. An inventory representative will facilitate your request.

Obsolete Inventory

Obsolete license plates other than those identified by a Technical Advisory Notice (such as when an organization requests a redesign of the plate), must have prior approval from Inventory Control.

Any surrendered license plates that have been turned in to the office must also follow this procedure. See item V. F. below.

The obsolete inventory must be transferred to Bin 67 using the “Make Inventory Obsolete” transaction in the motor vehicle issuance system, and an Inventory Report printed prior to being picked up by PRIDE.

Audit Requirements of Obsolete Inventory

All obsoleted, surrendered or cancelled plates are entered on Form [84003, Receipt and Certificate of Disposal for Obsolete License Plates](#), and submitted to PRIDE for pick up. Retain a copy of the submitted form for your records.

Inventory Assigned to EFS Agents

- A. Initial supply of inventory will be determined by the volume of transactions normally processed by the EFS agent 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 agent 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 agent shall retain a copy of the receipt.

- C. The EFS agent must provide an actual 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 agent 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. If the EFS agent believes the inventory was stolen, they 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 agent 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 agent 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 agent letterhead explaining the circumstances as to why the inventory is to be cancelled.

If the inventory being returned is not in "RT" status the Tax Collector's agency must return the inventory to the EFS agent to correct the status.

- F. When notification is received from the department for obsolete inventory, the EFS agent 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. All license plates that have been turned in to a Tax Collector must be listed as surrendered, obsoleted or cancelled. Once the form is complete, contact PRIDE for pick up. Retain a copy of the submitted form for your records.

Miscellaneous Information

- A. Check all inventory levels every Monday **and order accordingly.**
- B. After an inventory order is approved by the division, the assignment of the inventory numbers is processed systematically for that order (every **Monday**).
- C. All License plate purchase orders are electronically transmitted (every **Monday**) to PRIDE with authorization to manufacture the inventory.
- D. **Inventory orders must be placed in the following increments.**
- RGR-RGS-RMR-100**
- Title Paper-2000**
- GDC-1000**
- All other inventory items -10**
- If less than 10 specialty/special license plates are needed, please contact the Inventory Control Unit at (850) 617-2900.**
- E. The license plate agency should check the status of inventory orders to determine if an order has been modified or cancelled.
- F. All "voided" decals are to be disposed of locally (within the county) by either shredding or incinerating the decals.

Revision(s) to Procedure

04/14/22: Under Miscellaneous Information: (A) Removed “If inventory is needed, the order must be placed prior to Wednesday.” (B-C) ver “Wednesday to Monday”, Merged (D and E) which became new language for letter D and linked all forms.

04/21/21: Updated Telephone number for inventory control to 850-617-2900.

05/29/19: Statutory review, inserted link to statute. Removed Note headings. Added under II language as to how to determine the maximum amount of inventory an agency may keep; III, Obsolete Inventory, information on proper handling of surrendered license plates and IV, obsoleted, surrendered and canceled plates are entered on Form 84003, Receipt and Certificate of Disposal for Obsolete License Plates and submitted to PRIDE for final disposition. Removed "The inventory report must be accurately signed and submitted to the Division of Motorist Services."

10/31/12: 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.