



North Carolina
Department of Administration
Division of Surplus

Machelle Sanders
Secretary

Robert Riddle
Executive Director

May 30, 2019

TO: SSPA Inventory Management System Custodians

FROM: Robert Riddle, Executive Director

RE: Change to Vehicle Bid Process

To assure accuracy in the disposal of state property and make the process consistent statewide, there is a new requirement for pictures when entering in Property-Vehicles into the SSPA Inventory Management System for bid. **Effective July 1, 2019**, the advertisement must now include the following pictures in addition to a front, interior and back photograph (see examples below):

-Picture of the VIN on the dash of the vehicle

~~**-Picture of the windshield with the last 6 digits of the VIN written on the outside of it**~~
OR typed on a piece of paper and taped inside the windshield

-Picture of the odometer reading

These changes are necessary to ensure that the pictures associated with the description and title all belong to the same vehicle.

For questions or assistance, please contact the Administrative Services team at 919-814-5600.



In addition to the above mentioned pictures, we need 6 more.

1. Picture of the front of the vehicle
2. Picture of the back of the vehicle
3. Picture of the right side of the vehicle
4. Picture of the left side of the vehicle
5. Picture of the inside of the vehicle (front seat)
6. Picture of the inside of the vehicle (back seat)
7. Any other miscellaneous up-close pictures of damages you want to note.

You should have a minimum of **9** pictures including the Odometer, dashboard VIN, and the Copy/Paste of the VIN on a piece of paper on the inside of the windshield.

The more pictures you send, the better.

All pictures that show vehicle decals, will have to be re-taken when the surplus request is approved. (the vehicle may not be approved, but moved instead - so you cannot take the decals off until it is approved.)