



**Carole Jean Jordan, CFC  
Tax Collector**

*"HOW MAY WE HELP YOU?"*

INTERDEPARTMENT  
MEMORANDUM

DATE: October 10, 2017  
TO: Board of County Commissioners  
THROUGH: Jason Brown, County Administrator  
FROM: Carole Jean Jordan, Tax Collector  
SUBJECT: Request for Authorization to Trade-In Vehicle for Purchase of One

Background:

The Indian River County Tax Collector has received approval from the Department of Revenue to purchase a new vehicle. We are requesting to use the vehicle described below, as a trade-in for the purchase of the new vehicle. The Indian River County Policies & Procedures Capital Assets Section F allows for disposition of an asset through trade-in.

Fleet #	802
Asset #	22826
Make/Model	Ford Crown Victoria
Year	2005
VIN #	2FAFP73W35X119805
Mileage	92,525

Recommendation:

It is recommended that the Board of County Commissioners allow for the trade in of \$2,000, offsetting the purchase price of the new vehicle.

Copy To:

Elissa Nagy, Finance Director  
Raeanne Cone, Fixed Assets  
Dan Baker, IT/Facilities Manager



**Used Vehicle Appraisal**

Sales Person: \_\_\_\_\_ Appraisal Date: \_\_\_\_\_

Owner: Indian Run County TAX COLLECTOR Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Vehicle Info**

Year: 06<sup>05</sup> Make: Ford Model: Comet

Ext Color: GREEN Interior Color: \_\_\_\_\_ Style:  Cloth  Leather

Drive: \_\_\_\_\_ Cylinders 8 Transmission: \_\_\_\_\_ Mileage 92,525

Vin: 2FAFP73W35X119805

One Owner: Yes No Both Keys: Yes No Owners Manual Yes No

**Condition**

**Appraisal**

Appraiser: [Signature]

Value: 2000.