

# PoliceBook - Disposals

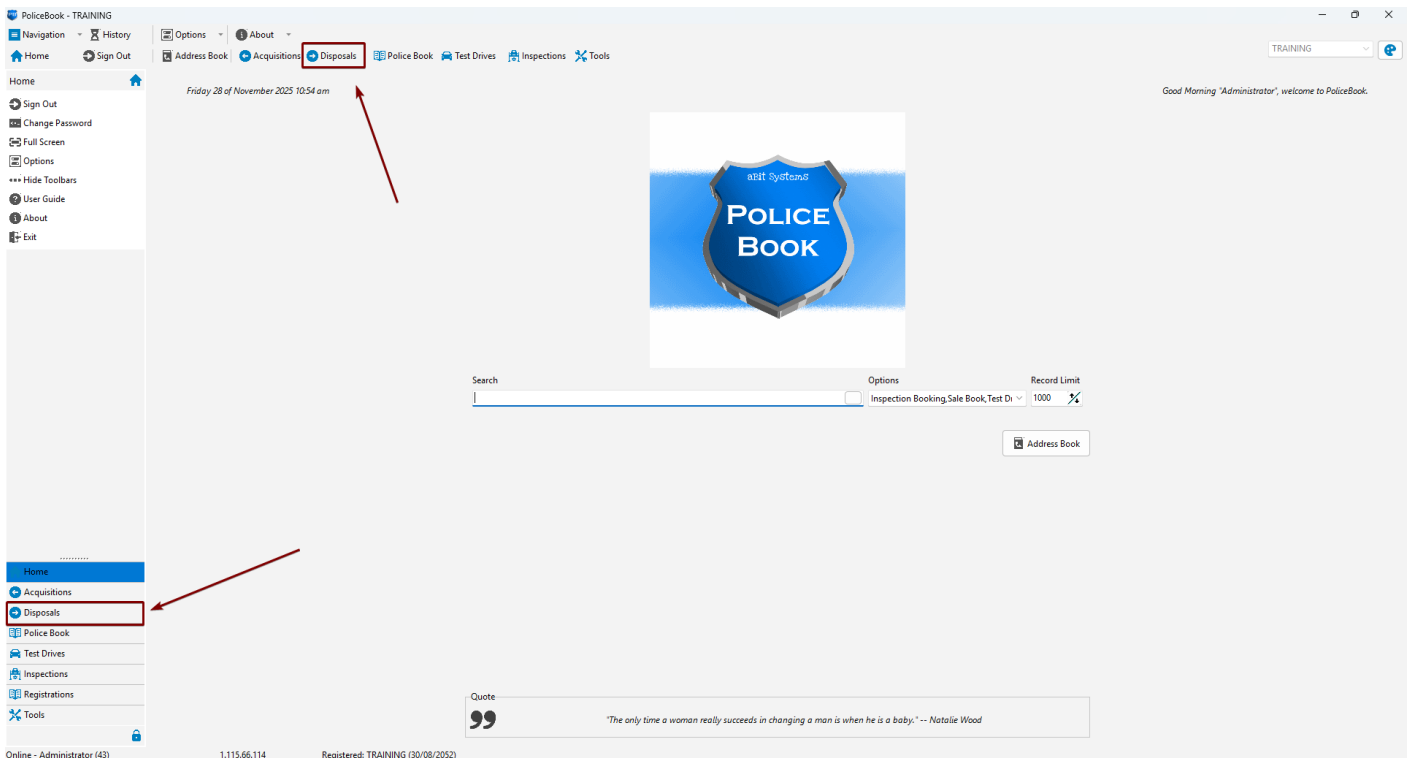
Guide page for the Vehicle Disposals feature in PoliceBook.

- [Basics](#)

# Basics

## Accessing Disposals

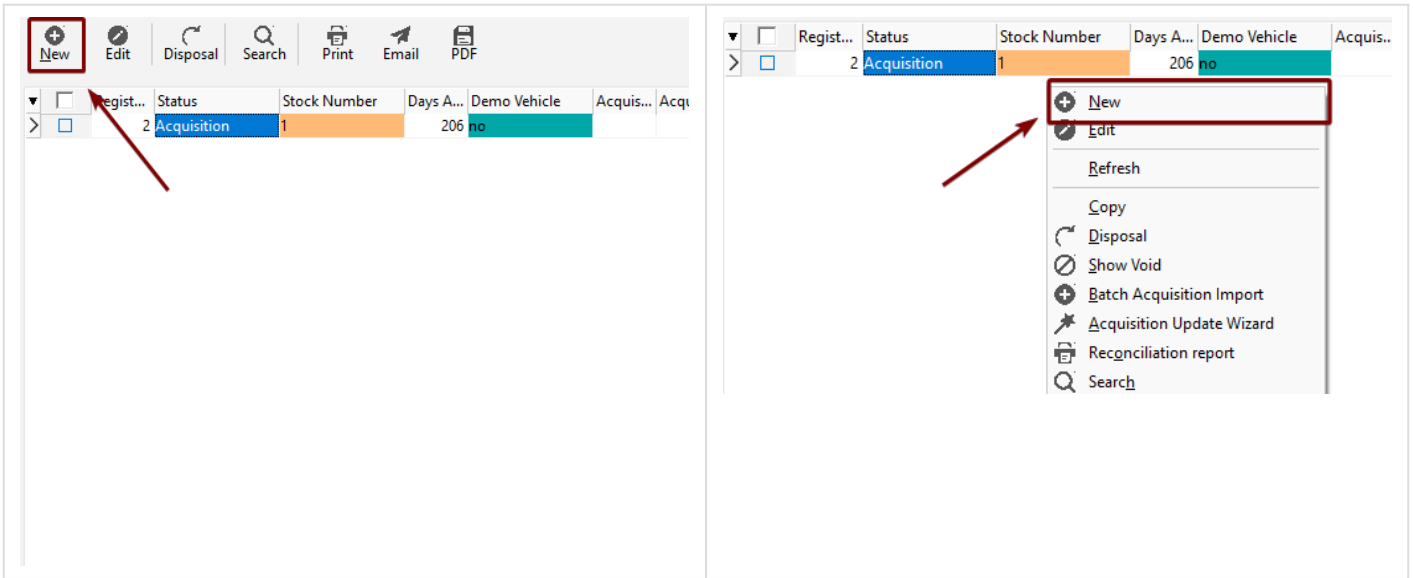
You can access the Disposals page by clicking the Disposals button in the top toolbar, or the Disposals button in the left-side navigation menu. You can also view Acquisitions and Disposals together with the "Police Book" button.



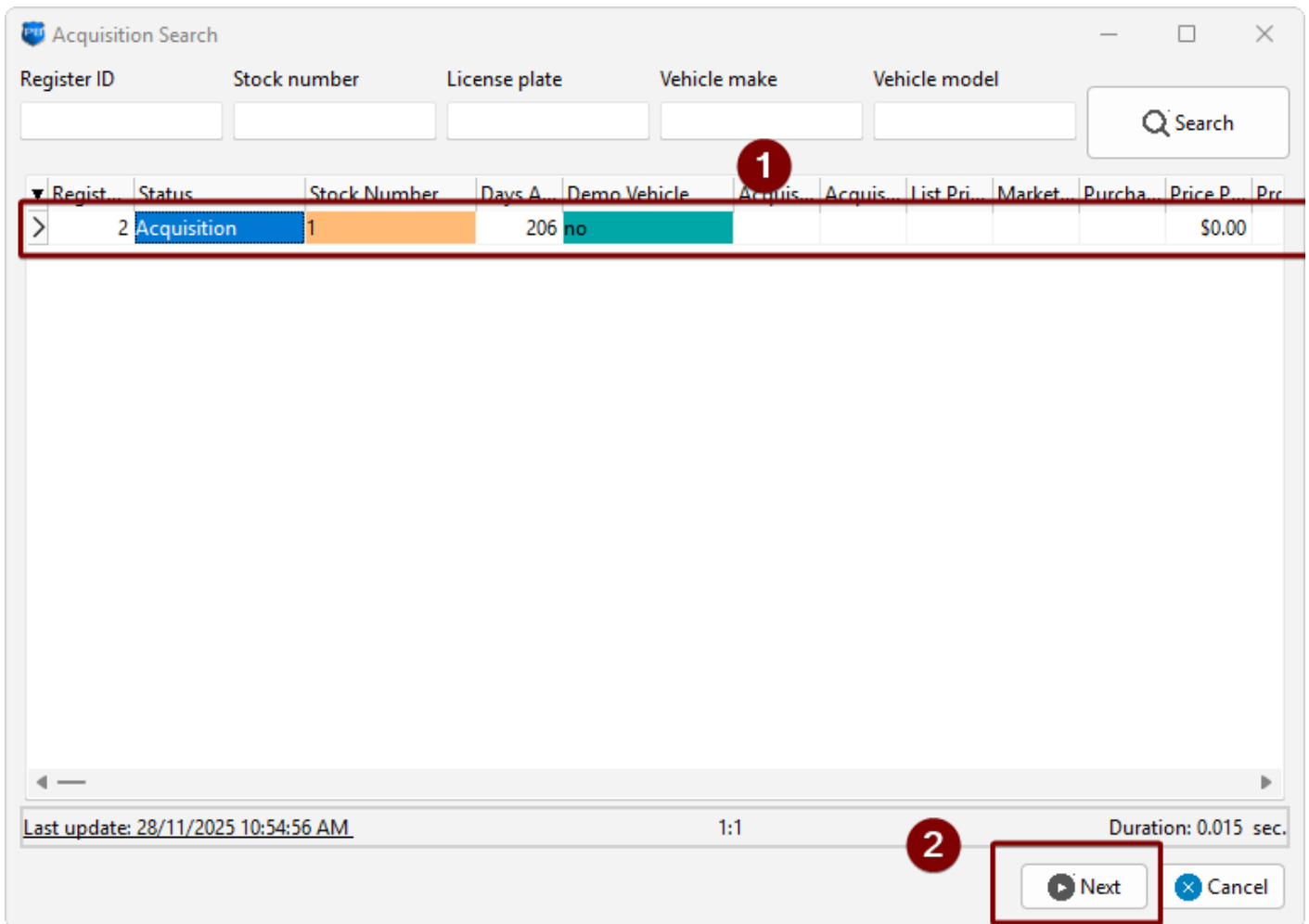
## Creating a new Disposal entry


You can create a new Disposal entry by clicking "New" in the Disposal toolbar, or by right-clicking and clicking the "New" Menu Item.

Toolbar	Right-click
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You will need to choose an Acquisition to dispose. Once you have found your Acquisition to dispose, click "Next". Make sure that it is the right vehicle to dispose.



 Are you sure you want to dispose of vehicle "Stock Number: 1 (Ford Falcon), Register Number: 2"?

Print forms after save

You will then get a new window for Disposal details.

Disposal Details 2
— □ ×

- New Acquisition
- Import
- Roll Back
- Print forms
- Email forms
- PDF forms
- Mail merge
- SMS
- Audit Log
- Message log
- Void
- Dealer Online (WA)
- DMS

Entered date  
6/05/2025

Entered by  
Administrator

Acquisition details
Disposal details
Documents

Stock Number 1	<input type="button" value="Import"/>	Demo no	Consignment no	Disposal status Disposed
License plate 1ABC123	Vehicle make Ford	Vehicle model Falcon	Vehicle badge	VIN number 1234567
Purchase price 0.00	Market price	List price	Purchase date	Odometer reading

Purchaser / Buyer
Company
Trade
Accounts

Purchaser Given Name	Purchaser Family Name	License number	License issued WA
Contact number	Email address	Date of birth	Purchaser reference

Residential Address
Postal Address
Garaging Address

Residential address

Suburb

State  
WA

Post code

Do you give consent to Driver and Vehicle Services (DVS) to use the address(es) above as your residential/postal address(es) for all

Will this vehicle be kept primarily in WA

In accordance with section 17(2)(d) of the Road Traffic Act 1974, vehicles cannot be licenced in Western Australia if they are garaged in another state.

Comments

Disposal: Edit
(License Scanner Status)

# Editing an existing Disposal entry

You can edit an existing disposal entry by selecting the disposal you want to Edit, and click "Edit" in the toolbar, or by right-clicking the acquisition and clicking the "Edit" menu item.

You can then change whatever you like from there.

## Rolling back a Disposal

If the sale has fallen through, you can roll back a disposal, returning it back into Acquisitions. You can roll back by editing the entry and clicking the "Roll back" button.

Disposal Details 2

Acquisition details | Disposal details | Documents

New Acquisition  
Import  
**Roll Back**  
Print forms  
Email forms  
PDF forms  
Mail merge  
SMS  
Audit Log  
Message log  
Void  
Dealer Online (WA)  
DMS

Entered date: 6/05/2025  
Entered by: Administrator

Stock Number: 1  
Demo: no  
Consignment: no  
Disposal status: Disposed

License plate: 1ABC123  
Vehicle make: Ford  
Vehicle model: Falcon  
VIN number: 1234567

Purchase price: 10000.00  
Market price: \$15,000.00  
List price:   
Purchase date: 18/10/2025  
Odometer reading:

Purchaser / Buyer: Company Trade Accounts

Purchaser Given Name: Test  
Purchaser Family Name: Test  
License number: 1234567  
License issued: WA

Contact number:   
Email address: test@test.com  
Date of birth: 13/05/1995  
Purchaser reference:

Residential Address | Postal Address | Garaging Address

Residential address: 10 Home Road

Test

Suburb: Test  
State: WA  
Post code: 5222

Do you give consent to Driver and Vehicle Services (DVS) to use the address(es) above as your residential/postal address(es) for all

Will this vehicle be kept primarily in WA

In accordance with section 17(2)(d) of the Road Traffic Act 1974, vehicles cannot be licenced in Western Australia if they are garaged in another state.

Comments:

Disposal: Browse (License Scanner Status)

Clear All Save Save and Close Close