

Vehicle Status Change

Reason for Status Change	TRANSFER (complete Receiving Department section)
Comments	Transferring Vehicle To
Department	214 - Commissioner Pct 4
County VIN/Serial Number	11WEC12273W271724
Equipment/Door Number	0928
License Plate	904260
Year	2003
Make	W-W Trailer
Model	Enclosed Cargo Trailer
Elected Official/Department Head/Authorized Staff Digital Signature	✓ Julia Cooper 8/14/2017 9:15 AM
Department Transfer	
Receiving Department Signature	✓ Randy Bell 8/9/2017 2:31 PM
Budget Office Signature Acknowledgement	✓ Ashlie Koenig 8/10/2017 11:56 AM
To be completed by Fleet Services Manager	
Method of Status change: This vehicle is to be considered for: (select one)	Transfer
Fleet Comments	Transfer to Parks
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 8/15/2017 10:54 AM
To be completed by HR - Signature acknowledges that there all paperwork has been received and there are no pending litigations	
Authorizing HR Employee Digital Signature	✓ Heather Kirkwood 8/16/2017 9:15 AM
To be completed by Auditor's Office	
Electronic Signature indicates the Vehicle Status Change has been reviewed and approved.	
Title Approved for (Audit)	No change needed; current title is still valid
Auditor's Authorized Employee Digital Signature	✓ Angela Schmidt 8/18/2017 9:18 AM
To be completed by Purchasing Department	
Fleet Comments	Transfer to Parks
Purchasing Department Signature Acknowledgement	✓ Jayme Jasso 8/23/2017 9:24 AM

Human Resources

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