

# Vehicle Status Change

|  |   |
|--|---|
| Reason for Status Change   | TRANSFER (complete Receiving Department section)              |
| Department   | 560 - Sheriffs Office   |
| County VIN/Serial Number   | 1GNLC2E00ER216000   |
| Equipment/Door Number  | SB1443  |
| License Plate  | DMT1597   |
| Year   | 2014  |
| Make   | CHEVROLET   |
| Model  | TAHOE   |
| Comments   | Transfer from Sheriff's Office to Constable Pct 1             |
| Elected Official/Department Head/Authorized Staff Digital Signature  | ✓ Hoby Smith 9/7/2017 8:47 AM                                 |
| Department Transfer  |   |
| Receiving Department   | 551- Constable Pct 1  |
| Receiving Department Signature   | ✓ Mike Pendley 9/7/2017 10:15 AM                              |
| Budget Office Signature Acknowledgement  | ✓ Ashlie Koenig 9/8/2017 9:09 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 from Sheriff's Office (560) to Constable Pct 1 (551) |
| Authorized Fleet Staff Digital Signature   | ✓ Kevin Teller 9/8/2017 1:30 PM                               |
| 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 9/12/2017 4:03 PM                          |
| 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 9/13/2017 4:09 PM                            |
| To be completed by Purchasing Department   |   |
| Purchasing Department Signature Acknowledgement  | ✓ Jayme Jasso 9/14/2017 10:14 AM                              |
| Receiving Department   | 551- Constable Pct 1  |

Human Resources

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