

Vehicle Status Change

Reason for Status Change	TRANSFER (complete Receiving Department section)
Department	541 - Emergency Management
County VIN/Serial Number	16VAX1218E2057655
Equipment/Door Number	GF1492
Year	2014
Make	Big Tex
Model	35SA
Elected Official/Department Head/Authorized Staff Digital Signature	✓ Michael Shoe 7/13/2018 11:26 AM
Department Transfer	
Receiving Department	510 - Parks
Receiving Department Signature	✓ Randy Bell 7/13/2018 1:20 PM
Budget Office Signature Acknowledgement	✓ Ashlie Koenig 7/13/2018 3:19 PM
To be completed by Fleet Services Manager	
Method of Status change: This vehicle is to be considered for: (select one)	Transfer
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 7/16/2018 8:59 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 7/16/2018 1:54 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 7/27/2018 3:57 PM
To be completed by Purchasing Department	
Purchasing Department Signature Acknowledgement	✓ Jayme Jasso 7/31/2018 3:55 PM
Receiving Department	510 - Parks

Human Resources

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