

# Vehicle Status Change

Reason for Status Change	NOT MECHANICALLY SOUND
Department	545- Animal Services
County VIN/Serial Number	1162328
Equipment/Door Number	KE9901
License Plate	N/A
Year	1999
Make	EZ-Go
Model	Freedom SE
Comments (mileage, mechanical issues, other info)	This is a golf cart that was donated to the shelter and we do not use. Want it to go to auction and the funds designated to the donation fund. Unit needs batteries replaced and the tires are flat
Elected Official/Department Head/Authorized Staff Digital Signature	✓ Cheryl Schneider 6/17/2019 3:28 PM
Department Transfer	
Receiving Department Signature	✗
Budget Office Signature Acknowledgement	✗
To be completed by Fleet Services Manager	
Method of Status change: This vehicle is to be considered for: (select one)	Sale at the earliest auction
Fleet Comments	Donated vehicle that the department does not utilize. Unit will not be replaced.
Authorized Fleet Staff Digital Signature	✓ Kevin Teller 7/16/2019 10:49 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 7/23/2019 11:25 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	✓ Hillary McCoy 7/23/2019 11:49 AM
To be completed by Purchasing Department	
Purchasing Department Signature Acknowledgement	✓ Randy Barker 7/24/2019 11:45 AM

Human Resources

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