

TO BE COMPLETED BY THE PURCHASING DEPARTMENT

VIN WDBGF54XY9F223888 License _____
 Year 2009 Make Mercedes Model C300
 Will vehicle be: (please check)
 An unmarked vehicle? Yes _____ No _____
 An exempt vehicle? Yes _____ No _____
 Has the title for this vehicle been received? Yes _____ No _____
 (Copy of title must be attached)

Purchasing Signature _____ Date _____

TO BE COMPLETED BY THE RISK MANAGEMENT DEPARTMENT

Has compliance with the following policies been met?

EMPLOYEE NAME	MVR	DRUG & ALCOHOL	DRIVER ORIENTATION SCHEDULED DATE

Has the vehicle been: (Please check and initial)
 Issued a liability insurance card? _____
 Added to the Automobile Liability Insurance? _____

Risk Management Department _____ Date _____

TO BE COMPLETED BY ROAD & BRIDGE

What is the vehicle's Unit Number? _____
 Has a key been issued? Yes _____ No _____
 Have other devices, if necessary, been installed? Yes _____ No _____
 Has the vehicle been added to the County Vehicle Inventory? Yes _____ No _____

Department Head Signature _____ Date _____

