

INSTRUCTIONS FOR COMPLETEING THE 2009 VEHICLE INVENTORY VERIFICATION REPORT

DUE BY JUNE 30 2009

Please review your 2009 Vehicle Inventory Report.

1. For each vehicle shown on the report, verify the following:
 - A. The license plate number
 - B. The serial number (VIN)
 2. Update the mileage column to reflect the current mileage.
 3. If a vehicle that has been transferred to another department appears on your report, complete the [Vehicle Transfer Request](#).
 4. If a vehicle that has been transferred to Surplus appears on your report, write Surplus in the mileage area.
 5. If a vehicle that does not belong to your department appears on your report, or you have a vehicle in your department that does not appear on your report, contact Bill Burnett at 859-257-8638 or by email at bburn2@uky.edu.
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