

Date:

**Vehicle Asset Checklist for Maricopa Ag Ctr – RES (2430)**

Please check box whether to ADD or REMOVE vehicle	ADD: <input type="checkbox"/>	REMOVE: <input type="checkbox"/>
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**Vehicle Information**

UA Veh #	MAC Fuel #	Make	Year	Model	VIN	License Plate	Atag. or Fed. Tag	Cost	Odometer	Operator

**Asset Owner's Information**

Owner's Name:	Owner's Dept.:	Owner's Phone #:
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**New Asset Processing Checklist**

If Asset is being removed →	SPO Disposal Request: <input type="checkbox"/>	Interdepartment Transfer Memo: <input type="checkbox"/>
Otherwise, Make Copies of Documents	Title: <input type="checkbox"/>	Registration: <input type="checkbox"/>
Take Pictures →	Front: <input type="checkbox"/>	Rear: <input type="checkbox"/>
Update MAC Fuel Use Spreadsheet →	Create Unique MAC Vehicle PIN: <input type="checkbox"/>	Add Vehicle Information: <input type="checkbox"/>
Update VST Database: <input type="checkbox"/>	Update Fleet Maintenance Database: <input type="checkbox"/>	Update Fleet Data Spreadsheet: <input type="checkbox"/>
Update Capital Asset in UA Financials →	Add VIN: <input type="checkbox"/>	Add Photo(s) in Notes: <input type="checkbox"/>

Comments:

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Clear