

Date:

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

Please check box whether to ADD or REMOVE vehicle						ADD:	REMOVE:				
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 #:				
New Asset Processing Checklist											
If Asset is being removed →				SPO Disposal Request:			Interdepartment Transfer Memo:				
Otherwise, Make Copies of Documents				Title:			Registration:				
Take Pictures →				Front:			Rear:				
Update MAC Fuel Use Spreadsheet →				Create Unique MAC Vehicle PIN:			Add Vehicle Information:				
Update VST Database:				Update Fleet Maintenance Database:			Update Fleet Data Spreadsheet:				
Update Capital Asset in UA Financials →				Add VIN:			Add Photo(s) in Notes:				
Comments:											