

July 1, _____

To: Auto Shop
FD&O 0010

From:

Subject: Responsible Staff Person for Motor Vehicle Inspection Program

The following vehicles belong to our department. I am providing the responsible persons name who will be responsible for completing or ensuring the completion of the mileage and inspection logs and who will be responsible for taking the vehicles to the Auto Shop for the pre-determined maintenance appointments.

Vehicle #	Make/Model	College/Department	Person(s) Responsible for Maintenance Appointments	Phone #	Person(s) Responsible for Logs	Phone #