ODOC Fleet Vehicle Receiving Checklist

Instructions: Vehicles shall be received by the Administrator of Fleet Management. Prior to acceptance, the Administrator of Fleet Management or designee shall identify and inspect the vehicle to ensure the delivered vehicle matches the order documentation and denote approval of the list below by initialing individual items. This mandate is in effect for all new fleet vehicles, as well as used vehicles acquired from state surplus or other entities.

Vehicle Year:		**Make/Model:**		**Unit:**	

Accept √	**Initials**	**Item**		
		Vehicle Identification Number (VIN) matches delivered vehicle		
		Options (Does ordered vehicle match delivered vehicle options)		
		Damage (denote major/minor)		
		Odometer Statement		
		Odometer Miles:		
		Certificate of Origin (original)		
		Detailed Invoice or Shipping Order		

Administrator of Fleet Management (printed name)	Administrator of Fleet Management (signature)	Date