

Information for Completing the Vehicle Inventory and Permanently Assigned Vehicle Request April 2012

Inventory--Columns K thru O

- Column K- Date- This should be the date that the vehicle is inventoried. For Division of Fleet Management vehicles, the date entered must be between 04/23/2012 and 05/18/2012.
- Column L- Private Plate- If the vehicle has an official plate (ex. A1381) then please select "No" from the drop down. If the vehicle does not have an official plates then select "Yes".
- Column M- Take Home- If the agency is requesting approval for assignment as a permanently assigned (take home) vehicle please select "Yes" from the drop down. Please note that this will require columns P thru X to be completed. If the agency is not requesting approval for assignment as a permanently assigned (take home) vehicle please select "No" from the drop down.
- Column N- Mileage- This should be the odometer reading at the time the inventory is conducted. Please note that for Division of Fleet Management vehicles, the monthly mileage report still has to be completed and this is not a substitute.
- Column O- Color- Please be as generic as possible.

Permanently Assigned (PAV) Vehicles -- Columns P thru X

(Only to be completed if the vehicle is permanently assigned to an individual and may be parked at a private residence, please complete all data requested)

- Column P- Driver First Name- The driver's first name as it appears on their valid driver's license.
- Column Q- Last Name- The last name of the driver as it appears on their valid driver's license.
- Column R- Employee ID- Employee's personnel identification number. (KHRIS)
- Column S- Classification- Type of vehicle use/need meeting the established criteria for assignment. Choose from drop-down box. (see page _10_ of the Agency Guide)
- Column T- Official Title- The title of the driver of the vehicle as it appears on their P1.
- Column U- Home County- The employee's Home County as identified on P1. *If the employee lives outside Kentucky, list the county and state of residence.*
- Column V- Official Mileage- Average monthly mileage vehicle is driven for official business use.
- Column W- Commute Mileage- Mileage driven monthly commuting to and from the work place. If employee classification is "Home as Workstation", there should be no commuting mileage, enter N/A.
- Column X- Justification- Note criteria to substantiate assignment. Additional information may be requested.
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Upon completion of the requested data, please obtain the certification signature of your Cabinet Secretary, Constitutional Office or Agency Head with the spreadsheet and submit it to Charles Hill at Charles.Hill@ky.gov.

Direct questions regarding Columns A thru O to Charles Hill at 502-782-0092 or Charles.Hill@ky.gov. For questions regarding columns P thru X, please direct these questions to Becky Joyce at 502-564-8644 or Becky.Joyce@ky.gov.