

MEMORANDUM

TO: Vehicle Operators

FROM: Fleet Manager

RE: Original Titles(s)

Enclosed is the original title(s) you requested for the vehicle(s) being sent to surplus.
The following steps must be taken:

- Insert the title(s) into the vehicles glove compartment or above the driver's visor.
- Indicate the location of the title upon release of the vehicle to the buyer or towing company.
- Remove the seals, driver check stickers, state ID numbers, and the tag (which should be destroyed) from the vehicle(s) prior to release.
- All keys should be released with the vehicle to the buyer or towing company.

Should you have any additional questions or need further assistance, feel free to contact the Fleet Manager at 404-326-8897.