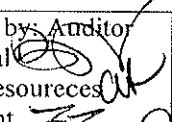
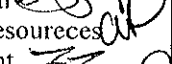
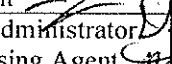
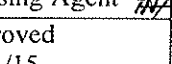
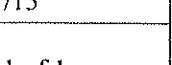



| | | |
|--|--|--|
| TITLE: Vehicle Body Repairs – PO Notification | | Approved by: Auditor  |
| | | Civil Legal  |
| | | Human Resources  |
| | | Fleet Maint  |
| | | County Administrator  |
| | | Purchasing Agent  |
| | | Date Approved 5/11/15 |
| Effective Date: 5/21/15 | Commissioner's Court Date Approved: 5/21/15 | Page No: 1 of 1 |

I. PURPOSE

To ensure that information related to required Body repairs of County Vehicles has been forwarded to the Human Resource Dept for their review.

II. SCOPE

this procedure applies to all required Body repairs of County Vehicles

III. RESPONSIBILITY

all Purchasing Dept. staff

IV. GENERAL

Whenever a Purchase Order is requested for Body repairs - to a Cameron County Vehicle - the attached "County Vehicles Body Repairs – PO Notification " form must be sent to HR Dept for their review.

County Vehicles Body Repairs – PO notification

Please return this form (once completed & signed) to the Purchasing Dept.

Department requesting PO: _____

1. VIN# _____ Make _____ Model _____ Year _____

2. Was this vehicle in an accident ? YES – NO (If no please skip to bottom of page sign & return).

3. If yes when, date: _____ time: _____

4. Name of the County Employee driving vehicle when accident occurred: _____

5. If yes was a Police report filed: _____ If yes was a copy sent to HR Dept? _____

Did you receive and review a copy of the Police Report?

6. If not why?

7. Nature / cause of accident (details):

8. Has your Dept. verified that a Drug & Alcohol Test was done as per County Policy in the required time allowed for such? _____ Was this information sent to the HR Dept.? _____

9. Was the First Report of Injury filed with H/R Dept. by the required time allowed for such?

10. Did you confirm that there was no misuse of the vehicle as per H/R Vehicle Policy Section N # 3 (pg 6).
“An employee who misuses a County vehicle shall be liable to the County for the actual cost resulting from its misuse.”? Was their misuse: Yes or No ?

11. After review of the items listed above do you approve the issuing of a County Purchase Order for repairs of this vehicle and payment in full for such by County?

Signature of Department Head : _____ -- Date: _____

Once this form is filed out, signed, and returned to the Purchasing Dept., Purchasing must forward (e-mail) a copy to HR Director, Asst. HR Director, HR Administrative Assistant, , HR Civil Service Coordinator, Department Head, Fleet Maintenance Director, and Purchasing Agent with a copy of the e-mail attached to the requisition, PO, and this form.