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Transmitted via email

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MINNESOTA BULLETIN NO. 120-7-13

SUBJECT: ADS – FLEET MANAGEMENT

Purpose. To remind employees to report lost or stolen Government license plates.

Expiration Date. September 30, 2008.

NRCS employees are to closely monitor the vehicles they operate and immediately report lost or stolen license plates to both local law enforcement officials and the state office.

As a reminder, all vehicles must have two license plates; ATVs require one. If one is missing, a new “set” must be issued. Because license plates are accountable property, offices are required to complete Form AD-112, Lost or Damaged Property and forward through the area office to the state office.

Contact Laurie Otte, Management Services Specialist, if you have any questions.

/s/

WILLIAM HUNT
State Conservationist

DIST: AE

