



STANDARD OPERATING PROCEDURE # FAC 4.021**Subject: State Tags, Decals and Logos**

Purpose and Scope: To ensure that all surveyed vehicles and equipment have state tags, decals and logos removed.

Policy: All vehicles and equipment surveyed by the university's designated team shall notify the Property Section that all surveyed vehicles and equipment have been approved. The submitting department removes and retains the license plate then Materials Management removes logos from vehicle/equipment approved for surplus.

Developed by: Buildings and Grounds Management

Approved by:
Myles Sampson
Director
Buildings and Grounds Management
Dr. Melinda S. Bowers
Associate Vice President
Administration/Facilities Management