

Rental Leasing Services

Subject:	License Plate Renewal Process
Procedure No.	F 0301 - 0210
Distribution:	All Employees and Managers
Date:	February 19, 2010
Placed on RLS Server:	February 19, 2010
Replaces Procedure:	F 0301-1205, Dated December 7, 2005
Other References:	Procedure No. None
Purpose	To Communicate: <ul style="list-style-type: none">• How License Plate Renewal Stickers are to be obtained and placed on vehicles<ul style="list-style-type: none">➤ The Accounting Fleet Administrator Process➤ The Accounts Payable Dept. Process➤ The Area Manager Process➤ The Area Assistant Manager Process➤ Attachment – License Plate Renewal Form

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Accounting Fleet Administrator Process	<p>The Accounting Fleet Administrator will:</p> <ul style="list-style-type: none"> • Obtain the Renewal Stickers for the vehicles • Attach the stickers to the License Plate Renewal Form (stapling them to the back of the form with one staple on the right and another on the left) • Give the form with the attached stickers to the Area Managers
Accounts Payable Process	<p>The Accounts Payable Department will:</p> <ul style="list-style-type: none"> • Sort the stickers by the vehicle's Area Manager and location • Complete the following blocks on the License Plate Renewal Form: <ul style="list-style-type: none"> ➤ Vehicle Number ➤ Plate Number ➤ Current Location ➤ Current Status ➤ RA Number (If On-Rent) ➤ Area Manager ➤ Date this form was assigned to the Area Manager ➤ Employee Name and Number Assigning this form • Distribute the location's renewal stickers to the Area Managers
Area Manager Process	<p>The Area Managers will:</p> <ul style="list-style-type: none"> • Deliver the renewal stickers to their locations • Ensure vehicles on the ground are updated with the renewal stickers applied to the correct corners on the license plates • Ensure Rental Agreements for vehicles on rent have the License Plate Renewal Forms (with the stickers attached) stapled to the bottom of the Rental Agreements. (Staple each side to the bottom half of the Rental Agreements) • Follow up to ensure vehicles on rent receive their renewal stickers • Follow up to ensure the License Plate Renewal Forms have been completed and faxed to the Accounts Payable Department so the vehicle(s) can be updated in RentWorks
Area Assistant Manager Process	<p>The Area Assistant Manager will:</p> <ul style="list-style-type: none"> • Ensure vehicles on the ground are updated with the renewal stickers applied to the correct corners on the license plates (apply over top the expired stickers on the rear license plate only) • Ensure Rental Agreements for vehicles on rent have the License Plate Renewal Forms (with the stickers attached) stapled to the bottom of the Rental Agreements. (Staple each side to the bottom half of the Rental Agreements) • Ensure vehicles on rent receive their renewal stickers • Complete the License Plate Renewal Form • Fax the completed form to the Accounts Payable Department so the vehicle(s) can be un-grounded • Confirm with Area Manager the successful completion of all vehicles needing renewal stickers

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Accounts Payable Process	<p>The Accounts Payable Department will:</p> <ul style="list-style-type: none">• Un-ground the vehicles once the License Plate Renewal Forms have been received confirming the renewal sticker process has been successfully completed• File completed License Plate Renewal Forms in the vehicle's car packet located in the Accounts Payable Department.
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Attachment:

License Plate Renewal Form

Please staple this form to the BOTTOM HALF of Open Rental Agreements

Expired License Plate Renewal

Vehicle Number	License Plate Number
Current Location	Current Status
Current Rental Agreement Number	Area Manager

The new sticker must be applied in the upper right corner on the rear license plate only.

The new sticker must be applied directly on top of the prior year (expired) sticker.

Staple Here

Staple Here

Date sticker was attached to License Plate.	Employee Name and Number that attached Sticker
Date this form was assigned to the Area Manager	Employee Name and Number Assigning this form

Please fax completed form to 240-646-7196