



Memorandum

To: Asset Manager

From: _____
Transit Subrecipient

Date: _____

Subject: Permission Request for an Asset to be **Out of Service**

The Transit Subrecipient is requesting permission to change the status of the asset below as "Out of Service" on the Perpetual Inventory List. (Information must be completed.)

VIN/Serial Number: _____

Agency Assigned Number: _____

Funding Source: _____ Description: _____

Beginning Service Date: _____ Current Location: _____

Mileage (if vehicle): _____ Length of Service (if equipment): _____

Start Date for Asset to be "**Out of Service**": _____

Reason for placing the Asset in "**Out of Service**" status:

Note: The Reason must be constant with the reasons listed in the State Management Plan. If not, permission could be denied.

Signature of Authorized Staff for Subrecipient

Date of Request

Note: An Asset may not be listed as "Out of Service" for over 1 year. If the "Out of Service" request is granted, then the asset must be placed back into Active service or disposed by the date specified below. If there is an extreme situation that would require the asset to be "Out of Service" more than a year, the Transit Agency must obtain a written letter from the Director of Multimodal to extend the time. This Signed Permission Request and any additional correspondence must be maintained with the asset file until final disposal of the asset.

Signature of Multimodal Staff

Date Permission granted

Ending Date for Out of Service