OFFICE OF THE SECRETARY
OFFICIAL ORDER 109082

SUBJECT: EQUIPMENT GUIDANCE MANUAL

This manual has been prepared to provide information and guidance to personnel of the Transportation Cabinet. Its purpose is to give uniformity in the interpretation and administration of laws, rules, and regulations that are applicable to the operation of the Division of Equipment and its relationship with other units of the Transportation Cabinet.

The rules and regulations contained within are approved and declared effective unless officially changed.

All previous instructions, written and oral, relative to or in conflict with this manual are hereby superseded.

Signed and approved this 24th day of September, 2014.

Michael Hancock
Secretary

Approved as to Legal Form

Office of Legal Services
EQUIPMENT GUIDANCE MANUAL

ISSUED BY

COMMONWEALTH OF KENTUCKY TRANSPORTATION CABINET

SEPTEMBER 2014

Produced by Organizational Management Branch
Office of Human Resource Management
# EQUIPMENT

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9000  EXHIBITS
Chapters—The subject matter in the manual is divided into chapters or sections. The chapter title appears in the upper right-hand corner of the first page of a subject and in the upper left-hand corner of any subsequent page.

Sections—Some chapters are divided into sections. Each section title, instead of chapter title, appears in the upper right-hand corner of the first page of a subject and in the upper left-hand corner of any subsequent page.

Subjects—Chapters and sections are arranged by subjects.

Subject Number—Each subject is assigned a number, which appears in the upper right-hand corner of each page of the subject. For example, Chapter 400 includes subject 401, followed by subject 402, which is divided into section subjects 402-1 through 402-3.

Subject Title—The title of a subject appears in the upper right-hand corner of the first page of a subject and in the upper left-hand corner of any subsequent page.

“EQ” Prefix—Preceding each subject number, this prefix stands for the manual title Equipment.

Date—The latest issuance date of a subject appears at the bottom left of each page of the subject. This date agrees with the latest issuance date shown for the subject in the Table of Contents (EQ-01).

Page Numbering—Each subject has its own page numbering, which appears at the bottom of each page.
LOCATING INFORMATION

Indexes—One index appears at the front of the manual, and three indexes appear at the back:

➢ Table of Contents (EQ-01)—This index at the front lists the titles of the manual’s chapters and sections and their subjects, as well as other information, in numerical order. It includes the latest issuance dates of all the subjects. As the manual matures, these dates change.

➢ Alphabetical Index (EQ-02)—This index at the back alphabetically lists key information in the manual. Generally, it directs the user to chapter and subject titles referencing the indexed term.

➢ Table of Exhibits (EQ-9000)—This index at the back lists the manual’s exhibits, including forms, worksheets, diagrams, etc., by number and title.

Subject Numbers within Narrative—A subject number within the narrative on a page directs the user to more information about the subject.

QUESTIONS

Whom to Contact—For answers to questions about the contents of the manual, please contact:

Division of Equipment
Kentucky Transportation Cabinet
1234 Wilkinson Blvd.
Frankfort, KY 40622
(502) 564-3916

Equipment Procurement Branch
1234 Wilkinson Blvd.
Frankfort, KY 40622
(502) 564-3916

Equipment Repair Branch
1231 Wilkinson Blvd.
Frankfort, KY 40622
(502) 564-4730

Transportation Warehouse Branch
1239 Wilkinson Blvd.
Frankfort, KY 40622
(502) 564-3820
For copies of the manual, please contact:

Transportation Cabinet Office Building
Organizational Management Branch
6th Floor West
200 Mero Street
Frankfort, KY 40622
The Division of Equipment uses a computer-based management system that tracks equipment history, including location, physical characteristics, depreciation, repair history, and operating costs. The division uses the system for all transactions relating to equipment purchasing, receiving, distribution, repairs, technician costs, location assignments, and other pertinent data.

The automated management system incorporates the majority of activities found within the equipment operations area. See current specifications for the existing automated management system for detailed information about automated transactions. The specifications are available at the district offices and equipment garages under separate copy. This guidance manual provides physical activities that the automated system supplements and maintains.

The Division of Equipment determines the requirements for medium and heavy equipment that Kentucky Transportation Cabinet (KYTC) employees use. With input from equipment users, the division analyzes KYTC needs and determines the types and amount of equipment to purchase (see EQ-202). In addition, the division determines when to replace equipment, based on studies of operating costs, replacement schedule, available funds, and availability of replacements (see EQ-203).

The Division of Equipment purchases medium/heavy trucks, construction equipment, trucks one ton or more, agricultural equipment, shop tools, minor equipment, and other items considered equipment needs. The division purchases all other equipment associated with the needs of KYTC highway and equipment operators.
The division maintains a list of items that can be purchased only by this division. This list is called the schedule of rental rates. The division can add different items as necessary to accommodate customer needs. In general, all items purchased by the division will cost $500 or more and have a life expectancy of over one year, and they will generally operate on some type of fuel or electrical or air power. The items may be attachments to existing pieces of equipment.

The Division of Fleet Management purchases pickup trucks three-fourths ton or less, passenger cars, and vans.

The Division of Equipment maintains inventory records on all KYTC-owned road and off-road equipment. Any items not provided by the Division of Equipment or the Division of Fleet Management that meet the fixed asset requirements of the Finance and Administration Cabinet are tracked in the statewide inventory maintained by the Division of Property and Supply Services.

To provide optimization of equipment, the division develops specifications on the basis of existing purchasing, safety, and Kentucky vehicle standards. Ultimate users review the specifications to ensure that equipment performs the specified functions.
The Director of the Division of Equipment gives customers the opportunity to request equipment on the basis of the availability of funds. Funding shall be distributed according to the Equipment Committee’s recommendations relative to usage, established need, and the replacement schedule. The Director of the Division of Equipment presents a list of replacement and additional equipment to the committee.

The committee members are as follows:

- Deputy State Highway Engineer for the Office of Project Delivery and Preservation—Chair
- Director of the Division of Equipment—Co-Chair
- Executive Director of the Office of Budget and Fiscal Management
- Director of the Division of Traffic Operations
- Director of the Division of Purchases
- Director of the Division of Maintenance
- 1 Chief District Engineer
- 1 Transportation Engineering Branch Manager (TEBM) for Project Delivery and Preservation
- 1 TEBM for Engineering Support Services
- 1 Equipment Supervisor or Medium/Heavy-Truck Supervisor
- 2 County Superintendents

District representatives rotate on the committee for one-year terms. Members vote for their replacements from a list of eligible individuals provided by the districts.
NEW MAJOR & MINOR EQUIPMENT

All requests for the purchase of new major and minor equipment are submitted to the Director of the Division of Equipment and to the Equipment Committee for approval.

NEW MAJOR & MINOR EQUIPMENT (CONT.)

The Director of the Division of Equipment has the authority to purchase minor equipment, including shop equipment that is not part of the committee evaluation. The purpose is to replace equipment unexpectedly damaged or to fill unanticipated needs. The division may keep this equipment in unassigned Central Office inventory for distribution as needed.

The committee may allow discretion to the Director of the Division of Equipment to purchase major equipment in the event of loss or major damage to district and division equipment. This discretion is reviewed on a year-by-year basis.

U.S. GOVERNMENT SURPLUS & USED EQUIPMENT

The Director of the Division of Equipment has the authority to purchase U.S. government surplus equipment or used, reconditioned, or demo-type equipment. The purpose of purchasing either kind of equipment is to replace damaged equipment or to replace equipment where monetary and efficiency issues are in the best interest of the Kentucky Transportation Cabinet (KYTC). In either case, the director forwards the requisition for the equipment to the Division of Purchases for proper disposition. The purchase requires a written request and approval by the customer, as well as an independent appraisal of the equipment (see Purchases Guidance Manual for detailed requirements).
REPLACEMENT POLICY

The Kentucky Transportation Cabinet (KYTC) has a standing policy that does not allow for increases to the size of the fleet. All pieces of equipment purchased by the Division of Equipment for customer use are purchased on an exchange basis. When the division assigns a customer a new piece of equipment, he or she shall return a similar used piece of equipment to the division. All pieces of equipment are purchased and replaced on a one-for-one basis. The Director of the Division of Equipment shall exercise discretion as to the acceptability of the pieces of equipment that are to be turned in.

There are rare circumstances when an addition to the fleet is warranted. The Director of the Division of Equipment has the discretion to allow customers to keep pieces of minor equipment (such as snow plows, spreaders, mowers, water pumps, generators, etc.). Circumstances surrounding the approval shall demonstrate an unexpected need or improvement to customer operations. The Director of the Division of Equipment shall consult with the Deputy State Highway Engineer for the Office of Project Delivery and Preservation when a customer asks to keep a major piece of equipment (such as a truck, grader, loader, tractor mower, etc.).

The Director of the Division of Equipment and the Deputy State Highway Engineer for the Office of Project Delivery and Preservation have the discretion to allow customers to keep major pieces of equipment. Approval of such a request is based on physical criteria that have changed a customer’s need for equipment. Examples include additional staff, change in job function of a working crew, added highway lane miles or features, additional duties not previously performed, or any other physical requirement that has changed a customer’s operational function.
The Equipment Committee may allow customers to request pieces of equipment that are additions and not exchanges. The committee shall use the criteria described on the previous page. The Director of the Division of Equipment may consult with the committee on any request for additions to the fleet.

Customers must understand that increasing the size of the fleet increases the associated costs with managing the fleet and also increases rental rates customers pay. KYTC cannot afford to have pieces of equipment that are not utilized. The one-for-one exchange policy is intended to maintain operational levels of the fleet and also to provide for basic long-range planning of the Division of Equipment. It is a customer’s responsibility to produce a justifiable case for the Director of the Division of Equipment to consider when making requests for additional units.

The Division of Equipment maintains a replacement schedule. The division, along with the Equipment Committee, attempts to maintain a regularly scheduled replacement of equipment. The division shall routinely review and update the schedule. Various KYTC issues, including funding, replacement costs, and work programs, shall be evaluated as part of the developed schedule.

If it becomes necessary to replace existing equipment or to obtain additional or specialized equipment that the Division of Equipment did not anticipate when preparing the annual estimates, a memorandum listing the desired equipment shall be submitted to the division director. The director shall make every effort to supply the needed equipment by transfer or reassignment. If funding is available and no other alternative exists, the director can poll the Equipment Committee for recommending purchase approval.
The Division of Equipment is responsible for the assignment, reassignment, and transfer of equipment in keeping with priorities of the Kentucky Transportation Cabinet (KYTC).

All requests for transfers from one division or district to another shall be requested by email through the division director or the Equipment/Medium Heavy Truck Supervisor. These requests shall then be submitted to the Director of the Division of Equipment or his or her designee. Upon agreement as to the necessity for the transfer, the Director of the Division of Equipment shall notify the divisions or districts of how and by whom the physical transfer shall be accomplished.

Each district is responsible for maintaining records as to the assignment of equipment to various crews within the district. To effect transfer between crews, the district equipment supervisor or medium/heavy-truck supervisor must submit a request by email to the Division of Equipment.

The Division of Equipment continually studies KYTC’s equipment needs on the basis of the use of assigned equipment. If the director deems a transfer of equipment is in the best interest of KYTC, the Division of Equipment makes the transfer.

When equipment is scheduled for turn-in, it shall be taken to the Administrative and Sales Section (Salvage Yard) in Frankfort. A completed TC 74-540 form, Equipment Turn-In Sheet (Exhibit 9002), shall accompany the turn-in. The equipment is then inspected and may be kept for district or division use.
At the discretion of the Division of Equipment, some pieces may be cannibalized and salvaged for parts. The remaining pieces shall be sold to cities, counties, other agencies, or nonprofit organizations; or at public auction. All assigned equipment shall be kept intact as when it was assigned. KYTC personnel are not permitted to salvage or cannibalize pieces of equipment at their locations.

It is in KYTC’s best interest to retain the best pieces of equipment in the fleet. Customers may request exchanges of equipment with the Administrative and Sales Section in Frankfort. Turn-in and reassignment of these pieces are coordinated with the section supervisor. In an effort to best manage the fleet, the Director of the Division of Equipment may remove pieces of equipment from the exchange process.
Equipment procured by the Division of Equipment shall be delivered to the Receiving Section, where division personnel shall inspect the equipment for acceptance.

If equipment meets specifications, the receiving employee prepares and signs the Equipment Receiving Form (Exhibit 9006). This form is then submitted to the Equipment Procurement Branch Manager.

Before equipment is ready for assignment, a KYTC decal and equipment name (inventory number) shall be permanently marked on each piece of equipment.

Equipment that is required to be licensed shall have a vehicle transaction record, a certificate of origin, and an affidavit of cost or a copy of an invoice.
REQUESTING MODIFICATION

When a division or district deems it necessary to modify a piece of equipment to alter its basic function, the division or district shall send a request to the Director of the Division of Equipment. A detailed explanation of the modification, including necessary drawings and estimated costs, shall accompany the request.

The Director of the Division of Equipment shall determine whether the request is practical and to make the final decision. Any employee who performs, or causes to be performed, unauthorized modifications or major changes to equipment may be subject to disciplinary action.
The Administrative and Sales Section shall complete a Form B 217-42A, Application for Direct Transfer of Surplus State Property to Non-State Agencies, and TC 77-1 form, State-Owned Personal Property Declared Surplus (Exhibit 9007), and submit to the Director of the Division of Equipment for approval.

**Note:** Form B 217-42A is maintained by the Finance and Administration Cabinet.

On a regular basis, the Director of the Division of Equipment may sell surplus equipment to other agencies or to city or county governments. Sales of equipment are coordinated through the Finance and Administration Cabinet’s Division of Surplus Property. Firm pricing shall be based on recorded auction sales, market prices, or other criteria. Once established, these prices shall remain firm until the items are sold to another government agency. Proceeds from all sales are deposited to a revenue receipt account. These funds are used to purchase replacement equipment. All pieces that are not retained for salvage use or used as exchange or replacement units are sold at public auction.

On occasion, the Division of Equipment may have equipment that has been damaged and will need to be disposed of. The Administrative and Sales Section will complete a B 217-42A and TC 77-1 form, mark the appropriate disposal method, and submit to the Director of the Division of Equipment for approval.
The operator is responsible for the safe operation and required preventive maintenance of equipment. If the equipment malfunctions or is damaged during operations, the operator shall notify his or her supervisor. An employee is not required to operate equipment determined by his or her supervisor or the equipment supervisor to be unsafe or malfunctioning.

All employees with a commercial driver’s license (CDL) shall comply with all regulations associated with maintaining that license. All employees shall operate equipment safely and efficiently. Employees are required to perform daily inspections of equipment to confirm that safety features and systems are intact and functioning properly. Operators shall perform daily inspections of fluid levels, including oil, coolant, and transmission fluids, and other routine items as required for the equipment type. Tires, body parts, mirrors, chains, lights, accessories, and all other features shall be visually inspected and reviewed for correct operation. Operators shall enter their findings on a TC 74-11 form, Operator’s Daily Check Sheet, and submit to their immediate supervisor.

Operators shall lock all equipment that has keys when not in use and store the keys inside a secure building. Similarly, operators shall keep all fuel cards inside a secure building when not in use. Operators may request pouches from the Division of Equipment to attach fuel cards to keys.

Operators shall use pieces of equipment for the function for which they were designed. Equipment shall not be modified or changed in a manner that will change the form or function without permission from the Director of the Division of Equipment.
OPERATOR REQUIREMENTS & RESPONSIBILITY (CONT.) Supervisors are expected to provide to operators the training necessary to ensure safe and efficient operation of equipment.

Operators shall not abuse or misuse equipment to accomplish a task or to avoid work output. Operators are responsible for reporting needs in the area of repairs and preventive maintenance.

MISUSE OR ABUSE OF EQUIPMENT
Supervisors are responsible for reporting suspected misuse or abuse of equipment to the equipment or medium/heavy-truck supervisor, who shall note the appropriate information on the TC 74-201 form, Equipment Work Request (Exhibit 9003). This shall be supported in detail, along with the description of work done. Damage to equipment due to lack of maintenance or misuse may be cause for disciplinary action, as determined by the district property loss control committee (see General Administration and Personnel (GAP) Manual, GAP-1103).

Operators shall use equipment within the parameters of the design. Utilizing equipment for activities other than for which it was designed or utilizing equipment outside the operational design scope may also be cause for disciplinary action.

Refer to GAP-1103 for more information regarding collision or damage reporting and filing claims.
The leasing agency shall be charged the regular hourly or minimum equipment rental rate as determined by the Division of Equipment. Operator labor shall be charged separately from the rental rate. Fund transfers shall be processed through the statewide accounting system.

The Division of Equipment has a zero-based budget and shall collect rental fees equal to expenditures. To place the equipment function on a sound operating basis and to facilitate accurate reporting of equipment usage, the Kentucky Transportation Cabinet (KYTC) shall adopt a minimum monthly equipment charge system. This system, described below, shall place the responsibility for earning equipment rental income to offset costs with the district or division to which the equipment is assigned. A minimum monthly equipment rate shall be allowed for each piece of equipment assigned to an operating unit within KYTC. The hourly rate shall be the primary method of reporting usage; however, in cases where reported usage is not sufficient to cover costs, the minimum monthly rate shall be assessed. Prior to the beginning of each fiscal year, the division shall establish the minimum monthly charge and usage rental rates for each type of equipment.

The Division of Equipment is responsible for preparing the annual schedule of equipment rental rates and for monitoring the appropriate costs to ensure that rental rates are adequate to offset the fleet operating cost. Rates shall be prepared using information generated by the automated management system.

Rates are established based on class code and rate code types. No rate code type shall subsidize any other rate code type; therefore, all rates charged are an accurate reflection of each individual rate code type.
COMPUTATION OF EQUIPMENT RENTAL RATES (CONT.)

Rates are to be developed based on calculations that include direct costs and indirect costs including labor, parts, fuel, depreciation, insurance, uniforms, utilities, overhead, etc. All division costs shall be included in the rates to offset costs of operating all fleet activities.

The State Highway Engineer, the appropriate Deputy State Highway Engineer, and the Secretary of the Kentucky Transportation Cabinet shall approve the annual schedule of equipment rental rates. The Division of Accounts assigns an official order number. Distribution is then made to equipment users. Adjustments to the rates can be made during the year using the same official order process. The equipment budget is part of the Department of Highways fund allocation. The Office of Budget and Fiscal Management participates in the allotment for equipment operations as it does with all other KYTC program budget units.

ANNUAL EQUIPMENT INVENTORY

The Division of Equipment and related field staff shall conduct an annual physical inventory of the equipment fleet. All items shall be physically observed and marked through inventory documentation. Records shall indicate where items are located and whether they are actually at those locations. Items that are found in locations other than assigned shall be properly assigned in the inventory. Items that cannot be found shall be considered either lost or stolen.

LOST EQUIPMENT

When an item is lost, the chief district engineer or division director shall send to the Director of the Division of Equipment a memorandum explaining the loss and requesting the item be removed from inventory.

STOLEN EQUIPMENT

For items that have been stolen, a copy of the appropriate police report is required.
**REFERENCE**

The *Employee Safety and Health Manual* provides information pertaining to lighting packages and general vehicle and equipment safety issues.

![Diagram](Image)
OVERVIEW

The following two forms that originate at a garage are of the utmost importance to the Division of Equipment.

EQUIPMENT WORK REQUEST

The TC 74-201 form, Equipment Work Request (Exhibit 9003), is the source document for the accumulation of repair costs on all equipment. This document is used to report materials and labor for data entry into the automated management system.

Repair orders shall be processed accurately and timely and closed out promptly after the job is completed.

DAILY LABOR REPORT

The TC 74-23 form, Daily Labor Report (Exhibit 9001), is used to report all hours worked by employees and all equipment usage for the purpose of operating a Central Office or district facility. It is impossible to cover all circumstances, but in all cases staff members shall be charged to projects as identified by the Division of Accounts. Equipment used by an employee shall be charged to the same project code as the employee.

The daily report of time shall be recorded in the payroll system as defined by the Office of Human Resource Management.
Each district shall designate one or more employees to supervise all activity relating to equipment expenditures. The designated district managers shall approve purchases for all equipment repairs. Local purchases or warehouse requisitions may be made by the designated district managers. All purchasing payment rules as directed by the Division of Equipment and the Division of Accounts shall be followed.

To help eliminate unnecessary purchases and to control district stock levels, the district equipment or medium/heavy-truck supervisor shall ensure that proper purchasing procedures are followed and shall approve or review all district-level parts and repair purchasing.

The district equipment or medium/heavy-truck supervisor shall have final approval on all equipment data entry activity. The district equipment or medium/heavy-truck supervisor, or designee, shall review and approve repair orders, stock transfers, parts orders, etc., before they are entered into the automated management system.
OVERVIEW
Set forth are the guidelines for maintaining supplies of standardized repair parts, garage supplies, and accessories necessary for the repair and maintenance of Kentucky Transportation Cabinet (KYTC)-owned equipment.

REPAIR PARTS
Employees shall check the warehouse supply catalog for current lists of parts and operating procedures. Updates and changes are regularly forwarded to customers.

Warehouse inventory shall be purchased on the basis of the most practical and efficient needs. Annual seasonal items may be purchased in single bulk. Routine annual usage items may be purchased as needed. Garages shall maintain minimal quantities based on annual or seasonal usage. The Warehouse Branch Manager shall set maximum quantities for each location.

OBTAINING PARTS & SUPPLIES
Specific products can be ordered from the warehouse through the automated management system. Divisions and outside agencies can request products by email. The warehouse maintains inventories for various division owners. Each inventory owner shall provide the process to manage and obtain products.

PARTS NOT IN STOCK
All parts stocked by the warehouse shall be secured from this inventory. When a warehouse customer requisitions a part that is not in stock, the garage may be authorized by the Warehouse Branch Manager to purchase the part locally.

LOCAL PURCHASE OF PARTS
Procurement procedures outlined by the Division of Purchases and the Division of Equipment shall be followed. Changes to purchasing guidelines shall be published as necessary.
**Window Ticket**

The TC 74-504 form, *Window Ticket* (Exhibit 9008), shall be used to process requests for materials from the garages. This form shall be used for both inventoried and locally purchased items.

District or division managers shall determine the process to use for securing items locally. In any event, all purchases relating to equipment expenditures shall be placed on repair orders for data entry into the automated tracking system.

District equipment or medium/heavy-truck supervisors, or designees, shall approve equipment expenditures for inventory items. Inventory levels shall be coordinated with the Warehouse Branch Manager.

Equipment funds shall be expended only for those materials that are directly related to the repair, maintenance, or operation of the Division of Equipment-owned inventory.

**Delivery of Parts**

The districts are supplied by transport from the warehouse. When items ordered are unloaded at a district, the storekeeper shall check the shipment with the driver and, when applicable, sign the warehouse shipping document. The storekeeper shall keep one copy and give the remaining copies to the transport driver.

**Shortage or Overage in Shipment**

All districts are expected to check shipments in the presence of the transport driver. When a district receives a shipment that is short, over, or damaged, the storekeeper shall immediately report the discrepancy to the transport driver, and adjustments are made in the automated management system.

Any overage item shall be returned to the warehouse or adjustments made in the automated management system.

Any shortage or damaged items shall be shipped to the garage via the next transport.

Any item picked up at the warehouse by district personnel becomes the responsibility of the district intended. The warehouse is not responsible for shortages or damages.

Any questions concerning shortage or overage shall be directed to the Warehouse Branch Manager.
EMERGENCY SHIPMENTS

In emergencies, a district may call the Warehouse Branch Manager and request that parts or supplies be shipped on the next transport. Regular processing of requisition shall follow the request. Parts are shipped via the next transport when applicable; otherwise, the emergency items may be picked up by the district. If the district wants to pick up supplies, only previously filled full shipments or individual special requests may be picked up.

TRANSFER OF PARTS

One stock location may determine that another stock location has a part that is needed and request a stock transfer. Prior approval to this transaction shall be obtained from the district equipment or medium/heavy-truck supervisor and the Warehouse Branch Manager at the location of the stock. Procedures established by the automated management system shall be used. The district may request permission from the Warehouse Branch Manager to transfer surplus, obsolete, or overstock parts to the warehouse.

INCORRECT, SURPLUS, OR OBSOLETE REPAIR PARTS

The district equipment or medium/heavy-truck supervisor shall make a periodic check of inventory to locate any surplus or obsolete parts and supplies. With permission from the Warehouse Branch Manager, obsolete or overstocked materials may be sent to the warehouse.

All parts returned shall be packaged and identified as to part number and quantity. A notation on the package as to whether the part is serviceable or unserviceable shall be made.

Stock locations shall not receive finalized credit for returned items unless a financial transaction occurred at the time of the original transfer. Corrected inventory counts will occur as part of the transaction.

ANNUAL INVENTORY & CORRECTIONS

Each stock location shall conduct an annual inventory. This inventory shall be performed according to guidelines issued by the Division of Equipment. Due to the significant number of types of stock locations, the guidelines and time frames for inventory are subject to change. For these reasons, procedures shall be distributed as needed.
ANNUAL INVENTORY & CORRECTIONS (cont.) All other corrections to inventory levels at stock locations shall be requested in writing to the Warehouse Branch Manager. This request shall include a brief explanation of the reason for the needed correction. The request shall have prior approval of the district equipment supervisor or medium/heavy-truck supervisor. Approved inventory corrections shall then be conducted by the branch manager. If the inventory correction belongs to a division other than the Division of Equipment, the appropriate division director shall approve the correction.

PARTS FROM GARAGE STOCKROOM Parts from the garage stockroom shall be issued on a completed TC 74-504 form, Window Ticket (Exhibit 9008), which shall be signed by the person receiving the parts.
SUPPLIES & ACCESSORIES

Operating supplies and accessories shall be ordered for garage stock; however, the garage shall keep inventory to a minimum level.

These items shall be ordered by request from the warehouse in accordance with procedures outlined in the automated management system. See the warehouse supply catalog for details.

TIRES

Types and sizes of tires that are not stocked at the warehouse may be purchased locally utilizing appropriate means of procurement. Each repair garage shall make these purchases as needed.

CHARGING OF PARTS TO EQUIPMENT

All repair parts, materials, supplies, and actual labor shall be charged to the unit of equipment for which they were ordered or used in repairing. Any employee, supervisor, or foreman who deliberately allows or causes any of these charges to be made against another may be subject to disciplinary action.

FUEL CARDS

The Division of Equipment assigns fuel cards to equipment maintained by the Division of Equipment and issues a personal identification number (PIN) to each employee for fuel-card use. As a fuel-card user, the employee shall sign the TC 74-551, Fuel Card User Agreement (Exhibit 9004), with the understanding that violation of any of the agreement provisions may result in disciplinary action up to and including dismissal.

PETROLEUM PRODUCTS

Fuel shall be purchased according to fuel purchasing guidelines established by the commercial fuel vendor contract. Lubricating oils shall be obtained from the warehouse according to the re-refined oil mix requirements. Fuel issued from stock inventory at a pump station, transfer tank, or other stock location shall be listed on TC 74-5 form, Portable Diesel Tank Distribution Sheet (Exhibit 9005), and sent to the stock location for data entry. Copies of the Portable Diesel Tank Distribution Sheets shall be submitted to the Division of Equipment by email.
Division directors, or their designees, are responsible for assignments of individual radio units within their respective divisions.

Chief district engineers, or their designees, are responsible for assigning individual radio units within their respective districts.

Division directors and chief district engineers, or their designees, shall forward to the Director of the Division of Equipment a memorandum justifying the need for additional radio units.

Transfers of radio units from one piece of equipment to another shall be done by radio technicians only, unless prior authorization has been given by the Communications Section Supervisor.

Each chief district engineer, or designee, shall be responsible for maintaining awareness of the usage of the system and for initiating corrective action whenever rules are not followed. One person in each district shall be designated for periodic monitoring of the base and mobile stations in order to report the need for corrective action to the chief district engineer.

Every operator of KYTC’s radio system has the responsibility to ensure the proper use of the radio system and to report to his or her immediate supervisor any violations or misuse of the radios.
OVERVIEW
In strict accordance with Federal Communications Commission (FCC) regulations, all Kentucky Transportation Cabinet (KYTC) transmissions shall be carried on in a manner that will be a credit to KYTC and its employees. The FCC may monitor KYTC’s system at any time.

AUTHORIZED USE OF SYSTEM
The stations of the radio system are authorized to operate only:

- From a base station to another base station
- From a base station to any mobile unit
- Between mobile units
- Between portable units
- From a mobile unit to portable unit

MESSAGES AUTHORIZED FOR USE BY SYSTEM
Authorized messages are those relating to:

- Public safety and protection of life and important property
- Business conducted by the Office of Civil Defense
- Essential business of KYTC
- Radio tests

Transmissions of messages where wire line or other communication facilities are inoperative, unavailable, or economically impractical may also be authorized. These messages shall be maintained in a professional manner and as outlined within this policy.
Unauthorized transmissions are:

- Of a personal nature, excluding emergencies
- The continuous radiation of an unmodulated carrier (keyed mic)
- Those containing profane, indecent, or obscene language
- Of a nonprofessional nature
- Rebroadcasting of commercial radio signal

To protect KYTC’s station licenses against revocation in case of transmission of inappropriate language, the base station operator shall:

1. Notify the offender immediately upon hearing a violation of the regulation and instruct the offender not to commit the violation again

2. Inform the offender that notation of the violation shall appear in the radio log

3. Enter into the radio log the following information:
   - Date of the offense
   - Time of the offense
   - Name of the offender
   - Code number of the mobile unit or call letters of the base station over which the offender made the transmission
   - Statement as to:
     - The nature of the violation
     - The warning to the offender not to repeat the violation
     - The notification to the offender that the violation will be recorded in the radio log
   - Signature of offender

4. Inform the offender, if known, that their immediate supervisor will be notified of the violation
OPERATING REQUIREMENTS

Only persons authorized by the Kentucky Transportation Cabinet (KYTC) are allowed to operate radios in this service. Operators are no longer required to hold licenses. Radios shall be used only during normal working hours or under emergency conditions, such as snow and ice removal, or for KYTC business.

The Communications Section holds all of KYTC’s FCC licenses for base stations and repeaters within the service. These licenses can be reviewed and copied at any time upon request. The Communications Section is responsible for maintaining KYTC’s licenses, including renewals, coordination, and posting.

All operators are required by the FCC to identify themselves by their call sign; for example, “Franklin County” or “E-town Equipment.” Base stations and mobile/portable units shall identify themselves after each transmission as, for example, “CO-11.”

SUSPENSION OF TRANSMISSION

The radiation of a station transmitter shall be suspended immediately upon detection or notification of a deviation from the technical requirements of the station authorization until such deviation is corrected, except for transmission concerning immediate safety of life or property, in which case the transmission shall be suspended as soon as the emergency is terminated.

MOBILE UNITS NOT UNDER CONTINUOUS CONTROL OF LICENSEE

A mobile radio station licensed in these services may not be installed or maintained in a vehicle, aircraft, or vessel that is not at all times controlled exclusively by the licensee, unless precautions are taken to eliminate the possibility of the licensed transmitter being operated during the period that the vehicle, aircraft, or vessel is not under the control of the licensee.
INSPECTION OF STATIONS

All stations and records of stations in these services shall be made available for inspection at any time while the stations are in operation or shall be made available for inspection upon reasonable request from an authorized representative of the Federal Communications Commission (FCC).
TOWER MARKINGS & CONTROL EQUIPMENT

The licensee of any radio station that has an antenna structure is required to paint or illuminate the structure. To ensure compliance, the equipment or medium/heavy-truck supervisor, or designee, shall:

- Inspect the tower lights at least once every 24 hours, either by observing the lights themselves or by observing an automatic and properly maintained indicator designed to register a failure of the lights; ensure that all the lights are functioning properly as required; and maintain a log of this inspection in the district office.

- Provide and properly maintain an automatic alarm system designed to detect any failure of the tower lights, and provide indication of such failure to the licensee.

- Report immediately by telephone, telegraph, or internet to the nearest airway’s communication station or office of the Federal Aviation Administration (FAA) any observed or otherwise known failure of a code or rotating beacon light to top light not corrected within 30 minutes, regardless of failure, and give further notification immediately upon resumption of required illumination.

- Inspect at intervals, not to exceed three months, all automatic or mechanical control devices, indicators, and alarm systems associated with the tower lighting to ensure that such apparatus are functioning properly.

- Exhibit all lighting from sunset to sunrise, unless otherwise specified.

- Maintain a supply of bulbs sufficient for immediate replacement at all times.

- Clean and repaint towers as often as necessary to maintain good visibility.
Every facility supervisor who operates a base station shall inspect his or her facility’s tower and radio system. Upon discovering any item related to their tower to be damaged, missing, or inoperable, the supervisor shall notify the district communications section technician or immediate equipment supervisor.
AUTHORIZED COMMUNICATIONS

The following detail authorized communications pertaining to Kentucky Transportation Cabinet (KYTC) radio systems:

- In cases that require cooperation or coordination of activities, stations in the Public Safety Radio Services may communicate with stations in other services and with U.S. government stations.

- Stations in the Highway Maintenance Radio Service are authorized to transmit communications essential to official highway activities of the licensee.

- Highway maintenance base stations are authorized to intercommunicate with highway maintenance mobile stations and portables. Highway maintenance mobile stations are authorized to intercommunicate with highway maintenance base stations as well as with other highway maintenance mobile stations and portables.

- Highway maintenance base, mobile stations, and portables are also authorized to intercommunicate with other stations in the Public Safety Radio Services and to transmit to receivers at fixed locations provided that no harmful interference will be caused to the base-mobile operations of any authorized station.

- Highway maintenance fixed stations are authorized to intercommunicate with other fixed stations in the Public Safety Radio Services and to transmit to receivers at fixed locations.

EQUIPMENT INSTALLATION & MAINTENANCE

Installation and maintenance of equipment, radio installation, adjustments, repair, testing, and maintenance work shall be performed only by those persons designated by the Kentucky Transportation Cabinet (KYTC) as radio maintenance personnel.
LIST OF CALL-SIGNS

The Communications Section holds the list of all KYTC, district, and county call signs for each position within their respective cognizance. These call signs are for the position within KYTC irrespective of persons.

The list of call signs can be requested from the Communications Section Supervisor and shall be held at all levels of KYTC to ensure a standardized system.

The list of call signs is categorized according to central office, district, and county by position in order to maintain the integrity of the list due to the loss and gain of personnel.

No new call signs shall be given to personnel at any level of KYTC without express consent of the Communications Section and should be in accordance with the call-sign list, nor should call-signs be established outside the prescribed call-sign list. The KYTC Communications Section Supervisor shall play a vital role in the establishment of any new call-signs as the duly appointed AASHTO/FCC representative.
USE OF VOICE

The operator shall use the correct code system and phonetic pronunciation. The voice message shall be as emotionless as possible. Among the speech factors to consider are voice level, voice quality, pronunciation, and enunciation. A message that is received with maximum clarity is one that is spoken in a normal voice, slowly and distinctly.

WORD CHOICE

Since some words may easily be mistaken for others, the phonetic alphabet shall be used when there may be a doubt as to the meaning or spelling of a word. Words should be pronounced as “A-Adam” never as “A as in Adam” or “A for Adam,” etc. A copy of the complete alphabet can be obtained from the Division of Equipment, Communications Section.

NUMBERS

All numbers shall be read first as individual digits and then repeated by reading the number as a whole. The number 186,757, for example, would read: “One eight six, seven five seven; one hundred eighty-six thousand seven hundred fifty-seven.”

MOBILE TO RELAY, LOCAL

When reception and transmission are poor, it may be helpful to park and point the vehicle in the general direction of the base station. Select a high spot free from high-voltage electrical lines.

STANDBY

Since base stations have many local calls, remember the airway may be busy when a mobile operator calls. A base station operator does not sign off until the conversation in progress is over. When communication is not clear or fails entirely, the mobile operator shall sign off to clear the channel for other messages. It is always necessary to sign off.
OPERATING BASE EQUIPMENT

All operators shall be thoroughly familiar with Kentucky Transportation Cabinet (KYTC) policy when operating base equipment:

➢ Make sure the “airway is clear” before sending a message.

➢ All base stations' call signs are their normal KYTC name or nomenclature for their facility. Franklin County maintenance is “Franklin County;” district offices can be “District Three” or “District Office”. Other examples could be “E-town Equipment” or “Agronomy.”

➢ Avoid use of profane language.

➢ Keep conversations brief and confined to state business.

➢ Choose words carefully and be distinct.

➢ For base-to-base calls, address by name the station you are calling, for example, “Lexington…Frankfort Equipment.” Call three times; if no contact is made, call number clear, and wait before trying again.

➢ For base-to-mobile calls, address by unit number the unit you are calling, and then identify your station name as in, for example, “CO-11…C-1 Garage.” Call three times; if contact is not made, call sign clear, and retry later. Clear the airway when signing off, for example, “CO-11 clear.”

Each base station operator shall give the base station call sign regardless of who originates the call. If two base stations are communicating with each other, each shall give its call sign at the end of the call as in, for example, Base Station A: “Franklin County clear;” Base Station B: Shelby County clear.”

ORIGINATING A CALL FROM MOBILE UNIT

Mobile and portable operators shall originate calls as follows:

➢ Mobile to base call: Address by name the station you are calling, and identify yourself by unit call number, for example “Frankfort Equipment…CO-11.” Call three times; if no contact is made, call number clear, and retry later.

➢ Mobile to mobile call: Address by unit call number the unit you are calling, and identify yourself by unit call number as in, for example, “CO-99…CO-11.” Call three times; if no contact is made, call number clear, and retry later.

➢ Call number clear when transmission is finished; for example, “CO-11 clear.”
OPERATION OF RADIO

All radio operators shall follow these rules:

- Press microphone button to talk, wait a few seconds (you may hear a short beep), and then speak.
- Release microphone button to listen.
- Wait until other units have completed their messages and have signed off before transmitting a message.
- Do not call other units by their personal names; use their call numbers or call sign.
- Speak clearly and slowly for optimum performance.
- Know what you are going to say before you transmit a message.
- Remember that communications shall pertain to KYTC business only, except in an emergency.
- Report all radio problems to first-line supervisor.
- Do not modify any part of the radio installation or associated equipment.
- Do not carry blasting caps in radio-equipped vehicles; transmitter may set them off. Do not transmit within 300 feet of blasting caps.
- Be sure the microphone is kept in its hanger to avoid accidental keying and tying up the radio system.
- Do not leave books or other paper products on top of the base station.
- To avoid broadcast of unwanted messages over the airway, do not keep a microphone in a place where something might be set on the microphone keying element.
- Do not rebroadcast any commercial radio signals.
- Channels designated as “Flagman” channels (normally Channel 6) are for the express use of operations using flaggers or any safety operation where radio traffic needs to be held to a minimum to ensure clear, uninterrupted communications. This rule is intended to keep all “Flagman” channels clear of any day-to-day radio traffic for safety.
When blasting, employees shall keep radios away from blasting caps. Radio frequency energy sets off blasting caps without having any physical connection with the blasting circuit. The amount of radio frequency induced in a circuit varies directly with the power of the transmitter and inversely as the square from the source. Detonation occurs when the induced current reaches the amount required in a regular blasting circuit, .03—.40 amperes, either AC or DC. All KYTC personnel working within a designated work zone in which blasting is likely to occur shall be in constant contact with the contractor’s leadership to ensure work zone safety.

If electric caps are within 100 feet of any two-way radio transmitter, they shall be kept tightly enclosed in an all-metal can. The can shall consist of a 12-gauge metal box lined with wood or rubber-like material. The can shall never be opened when the transmitter is in use. This rule relates to tower sites as well as to mobile units.

Employees shall not use radio transmitter within 1,000 feet of any electric blasting operation and shall turn radio off.

Employees shall not transmit or run motor around gas leaks.

Employees shall turn off radio and motor when filling gas tanks.
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## Daily Labor Report

**NOTE:** This form must be submitted to stock clerk at the end of each day by all employees on productive payroll for garage.

<table>
<thead>
<tr>
<th>REPAIR #</th>
<th>EQUIPMENT MAKE OR DIVISION</th>
<th>CLASS CODE</th>
<th>EQUIPMENT NAME OR PROJECT #</th>
<th>REPAIR TYPE</th>
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**SIGNATURE (mechanic)**

**DATE**

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**SIGNATURE (mechanic)**

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**EXHIBIT**
Equipment Turn-In Sheet, TC 74-540

EQ-9002
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<th>Repair Order #</th>
<th>Crew #</th>
<th>Date (Start)</th>
<th>Date (End)</th>
<th>State #</th>
<th>Type Code</th>
<th>Miles/Hours</th>
<th>Operator</th>
<th>Date</th>
<th>Accepted By</th>
<th>Date</th>
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Check category and enter description.

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- 101 Tires/ Tubes/ Wheels
- 102 Brakes
- 103 Engine
- 104 Fuel System
- 105 Transmission/ Torque/ Conv./ Clutch
- 106 Cooling System
- 107 Axles/ Driveline
- 108 Charging/ Cranking System
- 109 Electrical Components
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- 111 Exhaust
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- 125 Two- Way Radio Systems
- 126 Miscellaneous
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- [ ] 130 Glass Repairs
- [ ] 131 Engine Tune-Up
- [ ] 132 Car Wash

**REPAIRED BY**

**DATE**

**SHOP FOREMAN**

**DATE**

**AUTHORIZED BY**

**DATE**

### SECTION 2: LABOR & PARTS

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<tr>
<th>LABOR</th>
<th>PARTS</th>
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<tr>
<td>Repair Date</td>
<td>Employee #</td>
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SECTION 1: EMPLOYEE INFORMATION

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<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>EMPLOYEE ID #</th>
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DEPARTMENT/OFFICE/DIVISION/DISTRICT

The Transportation Cabinet Division of Equipment assigns fuel cards to equipment maintained by the Division of Equipment and issues a personal identification number (PIN) to each employee for fuel-card use. As a fuel-card user, the employee agrees to the following provisions and understands that violation of any of these provisions may result in disciplinary action up to and including dismissal:

1. Fuel cards and equipment shall be used for “Official Use Only.”
2. The personal identification number (PIN) issued to each employee is solely for that employee’s use. PINS shall not be shared.
3. Fuel shall be purchased at participating FleetOne fuel providers. Purchaser shall always verify that the fuel provider is an active FleetOne participant.
4. The fuel card shall be used only for the piece of equipment to which it is assigned, as stated on the fuel card.
5. Equipment without an assigned fuel card shall be filled from an assigned fuel transfer tank. Upon fueling, a Portable Diesel Tank Distribution Sheet (TC 74-5) shall be completed for the disbursement of fuel for that piece of equipment.

SECTION 2: SIGNATURE AGREEMENT

I have read, and agree to, the previous stated above and understand my responsibilities. I also understand that violation of any of these provisions may result in disciplinary action up to and including dismissal.

I have received a copy of this agreement for my personal records.

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<th>SIGNATURE (employee)</th>
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# PORTABLE DIESEL TANK DISTRIBUTION SHEET

**SECTION 1: METER READING & EQUIPMENT DETAILS**

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<tr>
<th>DATE</th>
<th>EQUIPMENT NAME</th>
<th>CLASS CODE</th>
<th>USAGE</th>
<th>TANK GALLONS:</th>
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<td>Meter Hours</td>
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<td>DRIVER/OPERATOR SIGNATURE</td>
<td>TANK ATTENDANT SIGNATURE</td>
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</table>

**NOTE:** This form requires two different individuals signing in the columns below.

**SECTION 2: APPROVALS**

<table>
<thead>
<tr>
<th>SUPERINTENDENT</th>
<th>DATE</th>
<th>DISTRICT REVIEWER</th>
<th>DATE</th>
<th>DIVISION OF EQUIPMENT</th>
<th>DATE</th>
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**IMPORTANT NOTE:** All fields must be complete and both driver/operator and tank attendant must sign and the superintendent must approve upon completion. Please attach all receipts to the form. These transactions may be closely examined by the Division of Equipment, Internal Audits, and the Auditor of Public Accounts.

**ADDITIONAL INSTRUCTIONS:** A new distribution sheet is required each time the portable tank is filled. Information on pump sheet must be entered in OMS by the district office.
Equipment Receiving Form

FY __________

Equipment Description: ________________________________________________

Contract #: __________________ EO/DF/PO#: ______________________________

Delivery Date: __________ Make & Model: ________________________________

Vendor: ______________________________________________________________

State #(#) ____________________________

Central Office Remarks:

____________________________________________________________________

Unit(s) received meet the contract specifications and/or delivery order:

Meets Required Specifications

__________

Specifications / Build Sheet / Quote Attached (If Nothing Attached, Comment Below)

__________

Comments: ____________________________________________________________

____________________________________________________________________

REceiving Agent: ___________________________ Date: _______________________
(By signing, you acknowledge equipment listed above has been received according to contract/delivery order, specifications, etc and the Commonwealth of Kentucky has taken receipt of specified equipment)

Receiving Inspection Complete, Equipment Item(s) Ready for Acceptance:

REceiving Authority: ___________________________ Date: ____________________

BRANCH APPROVAL: ___________________________ Date: ____________________
STATE-OWNED PERSONAL PROPERTY DEclared SURPLUS

Complete form, send copy to designated property officer (see GAP-1202), and file with appropriate related documents. Complete continuation pages as necessary.

**SECTION 1: PROCESSING INFORMATION**

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**SECTION 2: ITEMIZATION**

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<th>REASON FOR SURPLUS (Check one)</th>
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- Lost/Stolen
- Obsolete
- Damaged
- Other

**SECTION 3: DISPOSAL METHOD & APPROVAL**

Disposal by the following method is recommended. (Note: Agencies with delegated authority and located within five miles of Franklin County must select A, B, F, or G.)

- A. Intra/Inter Agency Transfer
- B. Trade In
- C. Transfer to Eligible Nonstate Agency
- D. Sell by Public Auction
- E. Sell by Sealed Bid
- F. Dispose as Solid Waste
- G. Deliver to FAC Surplus Properties
- H. Cannibalize for Parts
- I. Other (requires approval of FAC Surplus Properties)

RECOMMENDED BY: BRANCH MANAGER

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ENDORSED BY: CDE/DIVISION HEAD

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It is hereby ordered that the listed property be declared surplus to this agency and that it be disposed of as recommended in accordance with KRS 435A, KRS 56, and Finance and Administration Cabinet policies and procedures.

APPROVED BY: OSS - DESIGNATED PROPERTY OFFICER

| DATE |

ATTACHMENTS

- Police Report (if stolen or lost)
- Copy of Insurance Settlement (if destroyed)
- Explanation of Loss/Destruction
### KENTUCKY TRANSPORTATION CABINET
Office of Support Services
DIVISION OF FACILITIES SUPPORT

STATE-OWNED PERSONAL PROPERTY DECLARED SURPLUS

(Continuation Page)

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**REASON FOR SURPLUS**

[Check one.]

- Lost/Stolen
- Obsolete
- Damaged
- Other

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09/14 Page 2 of 7
STATE-OWNED PERSONAL PROPERTY DECLARED SURPLUS

(Continuation Page)

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09/14  Page 4 of 7
# State-Owned Personal Property Declared Surplus, TC 77-1

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09/14 Page 5 of 7
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**EQ-9007**

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<th>DIVISION/DISTRICT/BRANCH</th>
<th>ORIGINAL LOCATION OF PROPERTY</th>
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### SECTION 2: ITEMIZATION

<table>
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<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>INVENTORY TAG #</th>
<th>ORIGINAL COST</th>
<th>CURRENT VALUE</th>
<th>REASON FOR SURPLUS</th>
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REASON FOR SURPLUS (Check one.)
- [ ] Lost/Stolen
- [ ] Obsolescent
- [ ] Damaged
- [ ] Other
### SECTION 1: PARTS ITEMIZATION
(This form must be signed by person drawing parts at the time they are taken from stock.)

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT</th>
<th>PART #/SIZE</th>
<th>REPAIR TYPE</th>
<th>DESCRIPTION</th>
<th>UNIT COST</th>
<th>EXTENDED COST</th>
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### SECTION 2: REPAIR DETAILS

<table>
<thead>
<tr>
<th>REPAIR #</th>
<th>DATE</th>
<th>MAKE</th>
<th>STATE #</th>
<th>CLASS CODE</th>
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HOURS

MILES

STOCK ITEM #

EMPLOYEE ID

SIGNATURE (person drawing parts from stock)