



STATE OF WEST VIRGINIA  
Department of Administration  
Purchasing Division

# Vehicle Inventory Certification Cover Sheet

## For Spending Units Exempt from Surplus Property's Authority

Fiscal Year \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency State Level Department Number: \_\_\_\_\_

Fleet Coordinator: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Agencies are required to certify their vehicle inventory each year by completing this Vehicle Inventory Management Certification Cover Sheet and submitting it to the Purchasing Division by July 15. I hereby certify as true and accurate the following:

- All vehicles and equipment requiring a State license plate under the department head's jurisdiction as of June 30, \_\_\_\_\_, were entered into the wvOASIS Fixed Asset System for the current fiscal year.

Department Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

To be submitted no later than July 15, \_\_\_\_\_ to:

West Virginia Purchasing Division  
C/O: Program Services Section, Surplus Property Unit  
2700 Charles Avenue  
Dunbar, WV 25064  
FAX: (304) 766-2631  
[wvsasp@wv.gov](mailto:wvsasp@wv.gov)