

To: Department Contacts for Motor Vehicles

From: Tim Bertaccini, Yale Purchasing, 2-9969 Fax: 2-9966

RE: Updated Departmental Motor Vehicle List

- Attached you will find an updated list of all Motor Vehicles that are currently in the Yale system that are charged to your Dept. The PTAEO's are what I will use for the renewal of MV registrations and occasionally on a limited number of non-educational, non-research vehicles, property taxes paid to the City of New Haven. Please review these and make changes as necessary.
- If you have vehicles that are still in your possession but that you do not want to have renewed you must tell me two months before the renewal date. Using the report, simply put **DO NOT RENEW** next to that vehicle and fax it to me. **If there are no changes you do not need to do anything. Simply hold onto this list for your records.**
- If you ever register a vehicle outside the Yale Purchasing Dept. system please remember to use Yale University, Box 208233, New Haven CT 06520-8233 as the official address. This is crucial in tracking the vehicle in the future.
- **Please remember that if you sell a vehicle on your own or dispose of it in any other way you must return the license plates to either Chris Bartolotta here at Purchasing or to the DMV and get a receipt for the plates. Please notify us if you do this and fax us a copy at 2-9966. Also notify us if you change the license plate at any time with the DMV.**
- **Emissions stickers are your responsibility.** Please check the expiration dates and make sure that all of your vehicles are current. If you fail to do this, the registration may be suspended at some point in the future.
- If you do not purchase gasoline through the Wright Express program and would like to learn more about it please call me.
- If you are not the correct person to check this information please pass it along to the correct one. Let us know only if you want to change the name of the contact person.

Thank you in advance for your cooperation.