# 5310 Vehicle Delivery Checklist

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Today's Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Number</td>
<td>VIN</td>
</tr>
</tbody>
</table>

- Local Match Payment Received
- Photo of Vehicle Taken
- Proof of Insurance Received
- Temporary Tag if Lewis Bus, or Title and Registration papers given to sub
- Vehicle Safety Inspection: first aid kit, fire extinguisher, seat belt cutter, etc.
- Seats Counted
- Lift Cycled
- Sub advised they will need Title VI poster and Vehicle Height Decal
- Extra key for UTA received, Two keys for sub given (UTA KEY # ____)
- Subrecipient Agrees that Vehicle matches order, and VIN is sent to Clint W.

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UTA Employee's Name: [Signature]

Employee Signature: [Signature]

Person Receiving Vehicle: [Signature]

Receiver's Signature: [Signature]