

**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Fleet Operations	Procedure Number:	FO-04
Subject:	License Plate Owned/Leased UToledo Vehicles	Effective Date:	May 2023
		Revised Date:	
Facilities Officer:		Reviewed Date:	

Standard Operating Procedure

Fleet Operations will coordinate state registration and state licensing for University-owned or leased vehicles and equipment.

Purpose

To have a central coordination location and single point of contact at the University for state level vehicle coordination, records, and operations.

Procedure

1. University of Toledo owned, or leased vehicles are eligible for state red/white plates.
2. Original title will be sent to Columbus along with official application for plates. Original Title will be returned by Columbus along with registration and new plates via US Mail, typically within 7-10 days.
3. Plates and registration will be delivered to responsible vehicle department business manager. It is the responsibility of the driving department to ensure the registration and insurance cards are in the glove box, and license plates are attached to the vehicle.
4. Original Title will then be sent to Supply Chain to keep on file. For leased vehicles, original title will be returned to leasing company.
5. If non-state plates are chosen for University vehicle, management of those plates – including ordering of plates, renewals and registration will be the responsibility of the owning department.