

COUNTY EXECUTIVE OFFICE

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Take Home Vehicle Assignment Form

Assignment of a vehicle to an individual employee on a permanent or daily basis is prohibited without written documentation on file with the department. The Department Director is required to validate the assignment is critical to the mission of the department. This form must be executed by authorizing agents prior to allowing vehicles to be taken home.

Employee Name: _____ Job Title: _____

Employee's Address: _____

City: _____ State: _____ Zip Code: _____

Take Home Vehicle Assignment Justification:

Vehicle Identification Number (VIN): _____ License Plate Number: _____

Vehicle Make: _____ Vehicle Model: _____

Vehicle Year: _____ Fuel Card Information: _____

Department Head Approval: _____
Print Name Signature Date

Human Resources Approval: _____
Print Name Signature Date

CEO Approval: _____
Print Name Signature Date

"Establishing Direction, Creating Opportunity"