



**INFORMATION NOTICE**

**DIVISION OF MOTORIST SERVICES**

<b>DATE: 8/1/2014</b>	<b>Information Notice (INFO) RS/TL14-017</b>
<b>SUBJECT: Missing Placards and Title Paper</b>	

**Overview:**

The Department uses a mailing service to deliver supplies such as parking placards, license plate decals, etc., to tax collector offices and license plate agencies statewide.

**Details:**

Recently, Inventory Control received notification from some of the agencies they were missing parking placards and title paper when they performed an inventory count of the supplies received. Some of the packages had damage and were closed with tape. However, the items have not been located at this point.

The following is a list of items not received by the various agencies:

<u>Title Paper:</u>	Control number 115534893	
<u>Parking Placards:</u>	A9397084-A9397095	A9498905-A9498906
	A9498908	A9498910-A9498911
	A9498914-A9498918	A9498920-A9498921
	A9498923-A9498925	A9498931
	A9498933	A9498939
	A9498943-A9498945	A9498947-A9498952
	A9498956-A9498957	A9498961
	A9498964	A9498966-A9498967
	A9498971-A9498972	A9498974-A9498975
	A9498977-A9498980	A9498982-A9498984
	A9498987	A9498990-A9498997

When items are not received or are received in damaged condition, please document with pictures of the damaged package/items, etc. These pictures must be sent via email to Inventory Control along with details of the scenario. This will assist the unit with investigating the issue.

**Conclusion:**

If you have questions or need additional information, please contact the Inventory Control Section at (850) 617-2807 or (850) 617-2809.