



# Fleet Inventory Form for Agencies Not Using the Self-Serve Module

**Instructions:** Fill out this form and email to: [OGS.sm.Fleet.Admin@ogs.ny.gov](mailto:OGS.sm.Fleet.Admin@ogs.ny.gov).

<b>Agency Code</b>	<b>Agency Fleet Coordinator</b>		<b>Phone Number</b>	
<b>Select Entry Type</b>				
New Vehicle      Remove Vehicle      Update Vehicle				
<b>Select Insurance Type</b>				
<p>Self-Insured Vehicle: Vehicle is covered for liability only through the Self-Retained Auto Program (SRAP) – OGS Fleet Management administers the state-based program set forth in NYS Executive Law, Article 10, Section 203. This coverage applies to most agencies.</p> <p>Insured Vehicle: Vehicle is covered for liability and/or comprehensive &amp; collision according to NYS Vehicle and Traffic Law through an automobile insurance policy – OGS Fleet Management procures the coverage through a contracted insurance broker and insurance carrier for state entities that are contractually or otherwise obligated, or not eligible to participate in the SRAP. This coverage applies to certain agencies.</p> <p><b>Insured Vehicles Only: Provide Vehicle Registration Name and Address for Insurance ID Card</b> (do not fill out if vehicle is self-insured)</p>				
<b>Plate Transfer?</b> <b>If Yes, Enter VIN of Previous Vehicle (must be 17 digits)</b>				
No      Yes →				
<b>State ID or Vehicle ID</b>	<b>License Plate</b> (if different from ID #)	<b>Vehicle Model Year</b>	<b>Vehicle Make</b>	<b>Vehicle Model</b>
<b>Vehicle Identification Number (VIN)</b> 17 digits		<b>Fuel Type</b>		<b>Engine Designation</b>
<b>County</b>	<b>City</b>	<b>Acquisition Odometer</b>	<b>Date State Acquired</b>	<b>Method of Payment</b> (if applies)
<b>GVWR Weight</b>	<b>Seating Capacity</b>	<b>Tank Capacity</b>	<b>EO 22 Exempt</b> Yes      No	
<b>Client Internal Code*</b> (if applies)	<b>Removal Date</b>	<b>Is the vehicle going through the State Surplus Property Program?</b>		No      Yes

\*This is an agency-assigned number or code that is used by the agency for its own internal vehicle identification purposes.