



Town of Whitefield Motor Vehicle Inventory Policy

PURPOSE

The purpose of this policy is to ensure and maintain the proper handling of motor vehicle inventory using internal controls. The policy describes user responsibilities with respect to regulations set forth by the Bureau of Motor Vehicles. By establishing and maintaining compliance with this policy, the Town can minimize lost inventory and maintain a good working relationship with the Bureau of Motor Vehicles.

SCOPE

This policy applies to any employee who processes motor vehicle related transactions and thereby has access to motor vehicle inventory.

AUTHORITY

The Motor Vehicle Agent for the Town of Whitefield is responsible for ensuring compliance with applicable laws and regulations set forth by the Bureau of Motor vehicles.

INVENTORY

The Bureau of Motor Vehicles provides the Town of Whitefield with license plates, stickers, MVR3's and validation stamps. It is expected that these items will be safely stored in an area that has limited access by anyone not authorized to utilize them. Only authorized employees shall be allowed in the front office working area. At the end of each working day, it is expected that the cart with license plates, stickers and validation stamps be locked in the vault.

On Friday after the office has closed and users are signed out of TRIO, it is expected that the agent or another office staff will close out the period and run the reports. The following Monday the report is to be reconciled and processed. The inventory needs to be reconciled at this time so that any discrepancies may be identified and rectified in a timely manner. Adjustments that are deemed necessary are to be processed and documentation provided to the Bureau of Motor Vehicles with that week's cash report. Cash reports are expected to be processed and mailed weekly. Identifying needs and ordering inventory will be done at this time also.

Inventory discrepancies need to be rectified immediately upon being noticed or at the very least within 7 days of occurrence.

USERS

It is expected that users exercise caution to ensure minimum errors. If errors occur, it is expected that the user write a summation that can be submitted to show how the error occurred. Users are not to wait on family members or perform transactions for themselves.

CONFIDENTIALITY

Motor Vehicle information is confidential and is not to be given out to members of the public at any time, other than for law enforcement purposes. If a customer asks for a duplicate registration, it is their responsibility to provide us with enough detail to ensure they have the right to access the record.

COMPLIANCE

It is expected that users will comply with this policy.

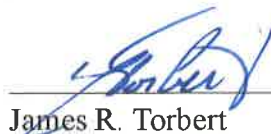
Approved and Adopted: 18 Nov 2025



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