

## Procedure to Obtain State Inspection Sticker On Brown County Owned Vehicles

- 1) Whatever Department owns the Vehicle has the Vehicle Inspected and pays the inspection fee from their Department Funds.
- 2) Owing Department Personnel shall bring the Inspection Report with Renewal Notice and Purchase Order (made out to the Brown County Tax Assessor/Collector) for the amount due Brown County TAC to the Brown County TAC office. ( No Sticker will be issued without a Purchase Order)
- 3) Brown County TAC will then issue New Inspection Sticker and write a check from New Inspection account for Brown County TAC portion of the Inspection Fee.
- 4) Brown County TAC shall then present Brown County Auditor with the Purchase Order.
- 5) Brown County Auditor shall then reimburse Inspection Sticker Account from corresponding Department Fund.

April 13, 2015  
( Exhibit #4 )