



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective February 25, 2004, Revised May 25, 2021
Reviewed and Updated July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 5.026
(Formerly labeled # FAC 4.021 under B&G)


Subject: State Tags, Decals and Logos


Purpose and Scope: To ensure that all surveyed vehicles and equipment have state tags, decals and logos removed.

Policy: All vehicles and equipment surveyed by the university's designated team shall notify the Property Section that all surveyed vehicles and equipment have been approved. The submitting department removes and retains the license plate then Materials Management removes logos from vehicle/equipment approved for surplus.

Developed by: Facilities Maintenance

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