

February 5, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-49
Distributed via Campus Email

TO: All Department Heads

FROM: Mary Lee Hodge
Vice President for Business Affairs

RE: Golf Cart Inventory Verification

All departments must complete the attached excel spreadsheet to verify their existing golf cart, utility cart, and low speed vehicle (LSV) inventory. Please complete the document and return it to Environmental Health & Safety (EHS) no later than **February 29, 2010**. You will find a current listing of assigned golf carts & utility carts enclosed for your reference.

Please note that golf carts or utility carts on University grounds that are not identified on the inventory may be impounded.

If you have any questions regarding this matter, please feel free to contact the (EHS) Office at (936) 261-1745.

xc: Dr. George C. Wright

MLH/jgn

Attachments