

## **CODING AND CHANGE REQUESTS**

### **Coding:**

Special fund vehicles require accurate revenue and appropriation codes to ensure money is transmitted to proper accounts. Please include the following information:

SAP fund  
SAP G/L  
SAP cost center

Your agency's fiscal or comptroller's office can help.

### **Change request:**

Reasons for change include the following and require Form GSVM-88 (Vehicle Inventory Change Report):

Credit card replacement  
Coding changes  
Operator information  
Vehicle location change  
License plate replacement  
Registration  
Weight class sticker (WT)