



## Legislation Text

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**File #:** 21-1821, **Version:** 1

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**To:** Harris County Commissioners Court

**Through:** Tammie Davidson, Director, Business Operations, Universal Services

**Prepared By:** Heather Couchene, Procurement Analyst, Universal Services

**Subject:** Vehicle Control Numbers (VCNs) and Financed Vehicle Purchases

**Project ID (If applicable):** n/a

**Purpose and Request:**

*Request for approval of additional vehicle control numbers and changes to attributes of certain VCNs for various departments.*

**Background and Discussion:**

*Every county vehicle must have a Commissioners Court-approved Vehicle Control Number (VCN). A VCN represents an authorized slot for a specific type of vehicle. Vehicles designed for use on public roads, including vehicles leased for more than 30 days, must be assigned to an approved VCN (heavy equipment and vehicles that require a commercial driver's license are exempt).*

*VCNs specify the fund (general fund, grant, etc.), the authorized vehicle type, business purpose, whether it's leased vs. owned, and the take-home status for any vehicle that will be put into that VCN.*

*Changes to a department's list of approved VCNs during the year require Court approval.  
An approved and available VCN must be specified before acquiring (including leasing) a vehicle.*

**Fiscal Impact:**

*NONE*

**Alternatives:**

*Not applicable.*

**Alignment with Strategic Objective:**

*Management of Vehicle Control Numbers for Harris County departments.*

**Attachments:**

*Letter with Summary of requests.  
Requested Additional (New) Vehicle Control Numbers Report  
Requested Changes to Existing Vehicle Control Numbers Report*