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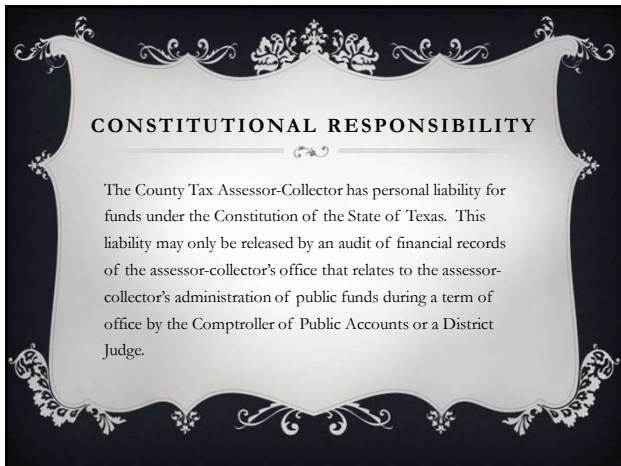
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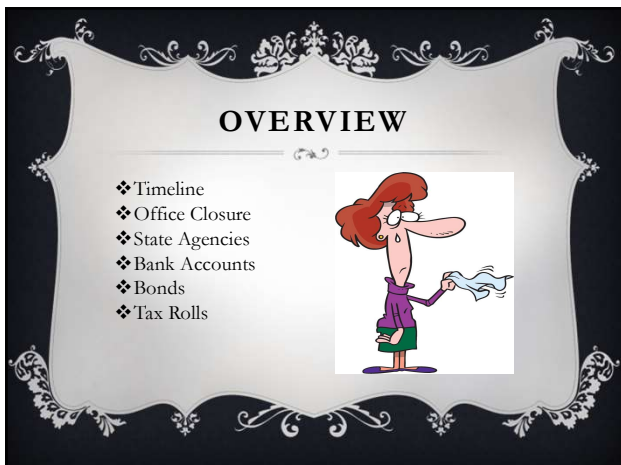
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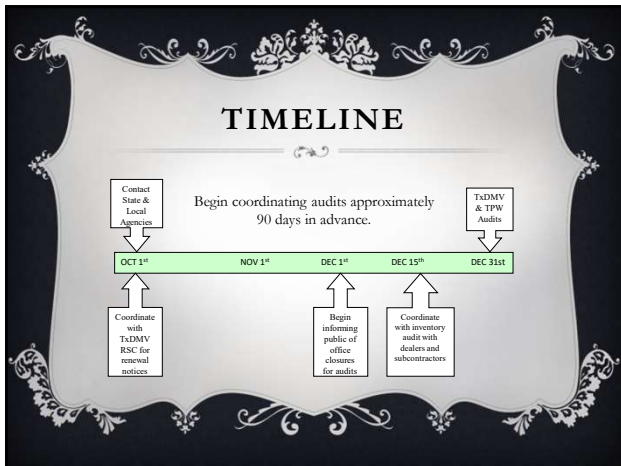
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## SPREAD THE WORD

Inform the public of your office closure at least 30 days before the close date.



- ❖ Newspaper
- ❖ Website
- ❖ Radio
- ❖ Window Signage



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## STATE & LOCAL AGENCIES

- ❖ Texas Department of Motor Vehicles
- ❖ Texas Comptroller
- ❖ Texas Parks & Wildlife
- ❖ Secretary of State
- ❖ Texas Alcoholic Beverage Commission
- ❖ Texas Department of Housing & Community Affairs
- ❖ County Auditor

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## TEXAS DEPT. OF MOTOR VEHICLES

Coordinate with your Regional Service Center for audit and name changes.

A complete audit will consist of:

- ❖ Expired and non-expired inventory
- ❖ RTS Equipment



- ❖ Perform audits on any dealers or subcontractors that may have inventory.

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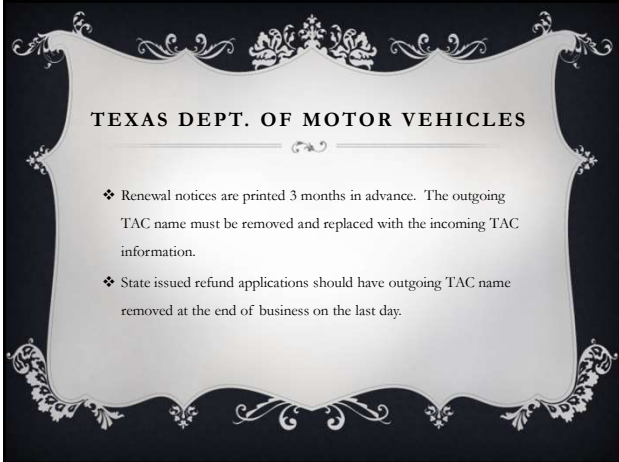
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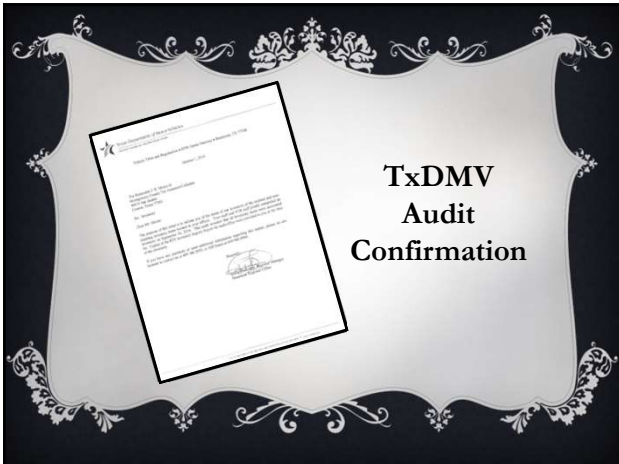
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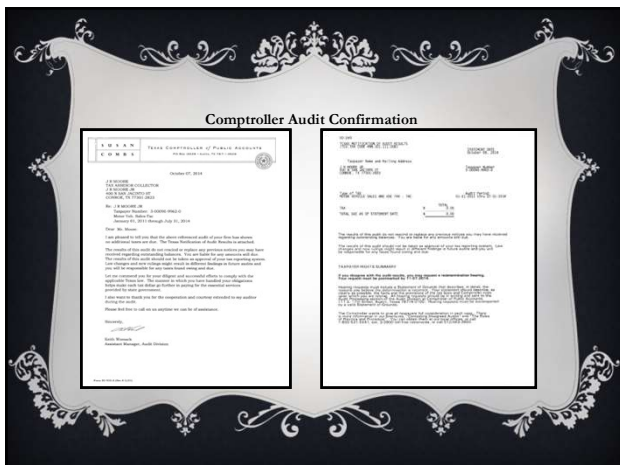
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**Contesting Disagreed Audits**

If you disagree with the Comptroller's findings, you may contest the audit.

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**TEXAS PARKS & WILDLIFE**

- ❖ Ensure all funds have been remitted to TPW
- ❖ TPW will perform audit of inventory



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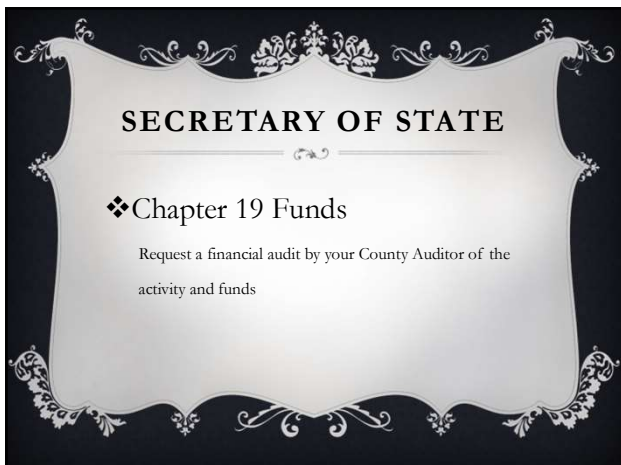
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**SECRETARY OF STATE**

- ❖ Chapter 19 Funds

Request a financial audit by your County Auditor of the activity and funds

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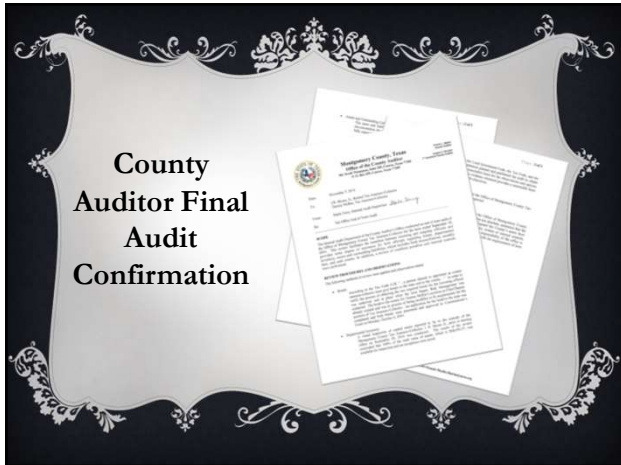
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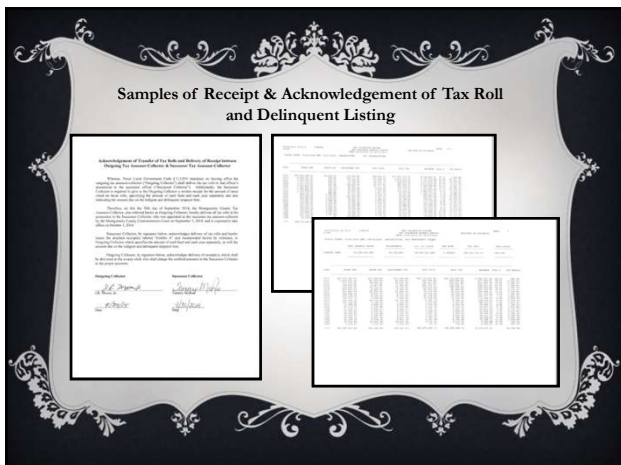
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