



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

January 12, 2004

**MEMORANDUM**

**IMPORTANT!**

TO: Business Officials

FROM: Wade Quinn  
Assistant Director of Administrative Services

SUBJECT: Vehicle Titles

The Department of Motor Vehicles has installed a new software program relative to vehicle titles. The new program no longer allows four lines of information to be printed on a new title. The maximum allowed is three, so this means that adjustments will need to be made. You can no longer have a separate line for your institution name. Instead, please place your three digit Institution Code after "State Board of Community Colleges."

**"State Board of Community Colleges – XXX"  
5013 Mail Service Center  
Raleigh, NC 27699-5013**

This allows us to identify your institution when titles are received.

If you have questions, please call me at (919) 807-7089.

/wq  
pc: Presidents  
Equipment Coordinators/Purchasing Officers

Veh/Reg.

CC04-004  
E-mail