

VEHICLE STATUS CHANGE FORM

INSTRUCTIONS: This form must be completed and signed by a Department Head or an Authorized Official and approved by the Fleet Manager within 3 working days for ALL actions.

Today's Date: 7-22-16	Department Name: S/D	Department #: 1043070
VIN #: 2B3KA43G08H134876	Vehicle Year: 2008	Vehicle Make & Model: Dodge Charger
Vehicle #: 1949	Tag #: 53469 T	Current Mileage: 151848
Primary Drivers Name:		Drivers License #:

Please the appropriate box and complete the required information.

DRIVER STATUS CHANGE

Original Driver: _____ New Driver: _____

VEHICLE ACCIDENT (*Attach Accident Report*)

Date of Accident: _____ Accident Location: _____

VEHICLE SURPLUS

Surplus Date: _____ Estimated Value: 2800⁰⁰

Extremely Detailed Description of the Vehicle Condition: _____

✓ ONE BOX:

- Surplus property should be declared "Surplus" by the Purchasing Agent for items with an estimated value of less than \$30000 and by the Board of Commissioners for items with an estimated value of \$30000 or more.
- Surplus property is in serviceable condition and can be transferred to another department or stored until needed.
- Junk property is considered to be without value. You will receive notice of disposition of junk property from the Purchasing Agent.

Department Head: (Print Name)	Department Head: (Please Sign)
Fleet Manager: (Please Sign)	Date:

VEHICLE STATUS CHANGE FORM

INSTRUCTIONS: This form must be completed and signed by a Department Head or an Authorized Official and approved by the Fleet Manager within 3 working days for ALL actions.

Today's Date: 7-22-16	Department Name: S/D	Department #: 1043180
VIN #: 2B3KA43G98H134858	Vehicle Year: 2008	Vehicle Make & Model: Dodge Charger
Vehicle #: 1934	Tag #: 53458 T	Current Mileage: 149433
Primary Drivers Name:		Drivers License #:

Please the appropriate box and complete the required information.

DRIVER STATUS CHANGE

Original Driver: _____

New Driver: _____

VEHICLE ACCIDENT (*Attach Accident Report*)

Date of Accident: _____

Accident Location: _____

VEHICLE SURPLUS

Surplus Date: _____

Estimated Value: **2800⁰⁰**

Extremely Detailed Description of the Vehicle Condition: _____

✓ ONE BOX:

- Surplus property should be declared "Surplus" by the Purchasing Agent for items with an estimated value of less than \$30000 and by the Board of Commissioners for items with an estimated value of \$30000 or more.
- Surplus property is in serviceable condition and can be transferred to another department or stored until needed.
- Junk property is considered to be without value. You will receive notice of disposition of junk property from the Purchasing Agent.

Department Head: (Print Name)	Department Head: (Please Sign)
Fleet Manager: (Please Sign)	Date: