

UNIVERSITY OF KENTUCKY
SURPLUS PROPERTY

Phone: (859) 257-6234

1247 Versailles Rd. Lexington, Ky. 40508

SURPLUS VEHICLE FORM

DATE _____

VEHICLE SURPLUS NUMBER _____

INSTRUCTIONS: This form must be typed or printed legibly. Make copies of this form as necessary. Use this form to request permission to surplus University owned vehicles. This form must be completed by the department wishing to surplus a vehicle. The department should not move the vehicle(s) to a Surplus location until the completed form has been approved by Surplus Property.

- I. Complete this form as follows:
 - A. Enter the name and phone number of the contact person for the department wishing to surplus a vehicle.
 - B. Enter the fleet number of the vehicle(s) to be surplus. If you do not know the fleet number, refer to your most recent Vehicle Inventory Verification Report for the Fleet Number.
 - C. Enter the description of the vehicle to be surplus; for example, 1993 Ford F150 pickup truck.
 - D. Enter the license number of the vehicle to be surplus.
 - E. Enter the serial number or vehicle identification number of the vehicle to be surplus.
 - F. Enter the current mileage of the vehicle to be surplus.
- II. Submit the completed Vehicle Surplus Request to surplus@uky.edu .
- III. When approval is granted, move the vehicle to the surplus holding location and leave the keys and license plate with the designated person at this location. It is your responsibility to have the vehicle moved to the Surplus Holding location designated by Surplus Property.
- IV. If the vehicle has been issued Commonwealth of Kentucky Credit Card, return the card to the Purchasing Department, 379 Peterson Service Building.
- V. If the vehicle has been issued as set of gas cards out of the Physical Plant Department, and your department is getting another vehicle, the green card (personal) should be kept, and the blue card (vehicle) should be turned in to PPD Accounting, 204 Peterson Service Building. If your department is not receiving another vehicle, both cards should be turned in to PPD Accounting.

A. CONTACT PERSON _____ PHONE _____

DEPT NUMBER _____ DEPARTMENT NAME _____

| B. FLEET NUMBER | C. DESCRIPTION | D. LICENSE NUMBER | E. SERIAL NUMBER (VIN Number) | F. MILEAGE |
|-----------------------|-------------------|-------------------------|-------------------------------------|---------------|
| | | | | |

Approved By: _____ Date: _____

Vehicle Inspection Form

| | | | | | | | | | | | | | | | | | | | |
|--|----------------------|---------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Inventory ID: | Asset Number: | Fair Market Value: | | | | | | | | | | | | | | | | | |
| Short Description: Year _____ Make _____ Model _____ | | | | | | | | | | | | | | | | | | | |
| VIN: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td> </tr> </table> Title Restriction: <input type="checkbox"/> Y <input type="checkbox"/> N | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| Mileage/Odometer: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td> </tr> </table> Odometer Accurate <input type="checkbox"/> Y <input type="checkbox"/> N: | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |

Long Description:
 This Vehicle: Starts Start's with a Boost & Runs Does Not Run For Parts Only
Engine- Type: _____ L, V _____ Gas Diesel Engine
 Engine Condition: Runs Needs repair is in unknown condition
 Repairs needed: _____
 This vehicle was maintained every _____ Days Hours Miles
Date Removed From Service: _____ **Maintenance Records:** Available Not Available For Inspection
Transmission: Automatic Manual _____ Speed
 Transmission Condition: Operable Needs repair Is Unknown Condition
 Repairs Needed: _____
Drivetrain: 2 Wheel Drive 4 Wheel Drive Condition: _____

Exterior: Color: _____ **Windows:** No Cracked Glass Cracked _____
 Minor: Dents Scratches Dings **Tire Condition:** Low _____ Flat _____ Hubcaps 1 2 3 4
 Major Damage to: _____
 Additional Damage: _____
 Decals: None Have Been Sprayed or Have been Removed & Impressions Remain No Impressions
 Emergency equip: None Has been removed & There are holes in the exterior There are no holes

Interior: Color _____ Cloth Vinyl Leather
 Damage to Seats: _____
 Damage to Dash/Floor: _____
 Radio: Stock or Brand & Model: _____ AM AM/FM AM/FM Cassette AM/FM CD
 AC (Condition: Cold Unknown) No AC Air Bags drivers side dual
 Cruise Control Tilt Steering Remote Mirrors Climate Control
 Power: Windows Door Locks Steering Seats

Additional Equipment: _____
 Manufacturer _____ Model _____ Serial # _____

Location of Asset: _____
For more information contact: _____