

# Pepperdine University ~ Vehicle Surplus Form (12/04)

**Instructions:** Fill Form out completely and forward to Warehouse Services via campus mail.

Department: \_\_\_\_\_, phone extension: \_\_\_\_\_

Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

*Please note, if there are any disposal costs associated with this vehicle, those costs will need to be paid for by the department*

**Authorized department/budget manager approval** (mandatory):

*signature* \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*print name* \_\_\_\_\_

Vehicle information:

VIN # \_\_\_\_\_ California Lic. # \_\_\_\_\_

Pepperdine Vehicle ID# \_\_\_\_\_, Mileage \_\_\_\_\_, Color \_\_\_\_\_

Vehicle condition:

Body: \_\_\_\_\_

Tires/Brakes: \_\_\_\_\_

Operation: \_\_\_\_\_  
(does it start and run, etc.)

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**FOR USE BY WAREHOUSE AND AUTO SHOP -ONLY**

Vehicle condition/operation verification, by: \_\_\_\_\_

Drivability: \_\_\_\_\_

Safe: \_\_\_\_\_

Legal operations: \_\_\_\_\_

Reviewed and confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Legal documents:**

Pink Slip/date \_\_\_\_\_, Liability Release/date \_\_\_\_\_, Bill of Sale/date \_\_\_\_\_

**Vehicle Final Status:**

Transferred: \_\_\_\_ To Department \_\_\_\_\_, Sold Date: \_\_\_\_\_, Junked Date: \_\_\_\_\_