

Pepperdine University ~ Declaration of Vehicle Surplus, Form (06/09)

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 # _____ CA Lic. # _____

Pepperdine Vehicle ID# _____, Mileage _____, Color _____

Vehicle condition: Body: _____

Tires/Brakes: _____ Gen. 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 _____, Smog Certificate date _____

Vehicle Final Status:

Transferred: ____ To Department _____, Sold Date: _____, Junked Date: _____