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_________________________________________________________________ Date: ___/___/____

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: ____________