Disposal Policy Example

Procedures for proper disposal of state vehicle
Disposal of agency vehicles is a managerial decision based on a combination of factors. Each vehicle must be considered individually in terms of reliability, maintenance and safety. When it is no longer cost effective to keep the vehicle, it is in the best interest of the state to dispose of it regardless of its mileage or age. Adequate record keeping and analysis of vehicle cost are very important to a timely and effective disposal program.

**Procedures for property disposal:**
Specifics related to vehicle disposal at the time of publication of this manual include:

- Notify Surplus Property Division in advance of your intent to turn in a vehicle for sale, transfer, or salvage, so they will be ready to receive the vehicle. This is accomplished by faxing a completed Transfer and Invoice form to the appropriate surplus location.
- Complete the “Property Transfer and Invoice Form.”
- All vehicle sales, transfers and salvage transactions must be processed through and approved by Surplus Property Division.
- Remove all decals or lettering that would identify the vehicle as state property.
- All efforts should be taken to ensure the vehicle surface is not defaced during the removal process.
- Remove and deactivate state fuel card.
- Remove and destroy license plate.
- Certificate of Title for vehicle models 1986 or newer must accompany each vehicle including salvage titles before it can be received by the Surplus Property facility.
- Odometer statements must accompany surplus paperwork for vehicles less than 10 (ten) years old.
- Ignition and trunk keys must accompany the vehicle regardless of vehicle condition.
- Missing keys will be made at the releasing agency’s expense.
- Vehicles accompanied by incomplete paperwork will not be accepted.
As most vehicles being purchased are replacements, the vehicles being replaced will be monitored to ensure they are disposed of through Surplus Property Division within 30 days of the vehicle being placed in service.

Surplus Property Division removes all vehicles turned in by the agencies from the Fleet Management System.