University of Vermont
Checklist for Disposal of Surplus Vehicles & Trailers

Department Owning Vehicle:
- Contact UVM Surplus Property at 656-5731 to notify them of any plans to dispose of or sell a vehicle.
- Prepare vehicle for Surplus Property:
  - Remove any university-owned and personal belongings from interior of vehicle. Vehicle must be clean inside.
  - Remove “gate openers” (These are owned by department, not Transportation & Parking Services.)
  - Return “fire extinguisher” to Physical Plant Life Safety. (Contact: Christopher.Gebo@uvm.edu)
  - Return the US Bank Voyager Fleet (fuel) card to UVM Disbursement Center. Email the PurCard team with department name, vehicle ID #, effective date, and plate number to be removed from Fleet Card system.
  - Return the UVM insurance card and DMV registration to the Disbursement Center
  - Return all sets of keys to the vehicle to Surplus Property

- Email the following information about the vehicle to UVM Surplus Property:
  - Year, Make, Model, Color
  - License Plate Number
  - Vehicle Identification Number (VIN) (found on Registration card)
  - Current Mileage (Odometer Reading)
  - Current Location of Vehicle
  - Description and whether it is in running condition, and if it has recently passed inspection

Surplus Property: (Contact: recycle@uvm.edu)
- Obtain keys from Owning Department
- Arrange to move vehicle to designated Surplus location, if required
- Notify Purchasing Services of the vehicle details and pending bid/sale
- Remove any decals from vehicle exterior
- Take photos of vehicle to be sold
- Remove license plates from vehicle
- Advertise vehicle for sale by bid or auction
- Arrange time for the winning bidder to drop off payment, and sign over the title and pick up keys
- Contact Owning Department to arrange for deposit of proceeds from sale

Purchasing Services:
- Retrieve the Certificate of Title from Purchasing Services central files. (Contact: Julie.MacDonald@uvm.edu)
- Notify Cost Accounting Services and Risk Management & Safety that the vehicle is no longer owned by UVM

Cost Accounting Services:
- Update the UVM Asset Management System, and vehicle insurance list. (contact: Cost Accounting Services)