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 any decals from vehicle exterior. (UVM Automotive Shop can assist)
  - Remove “gate openers” (These are owned by department, not Transportation & Parking Services.)
  - Remove “fire extinguisher” & return to Physical Plant Life Safety. (Contact: Christopher.Gebo@uvm.edu)
  - Remove Wright Express Fleet (fuel) card and send card to UVM Disbursement Center. Email Procurement Services with card number and plate number to be removed from Fleet Card system. (Contact: disburse@uvm.edu)
  - Remove UVM insurance card and DMV registration from glove box. (Turn into Surplus Property)
  - Gather up all sets of keys to the vehicle. (Turn into Surplus Property)
- Email the following information about the vehicle to UVM Surplus Property. (Contact: recycle@uvm.edu)
  - Year, Make, Model, Color
  - License Plate Number
  - VIN # (found on Registration card)
  - Current Mileage (Odometer Reading)
  - Current Location of Vehicle
  - Description and whether it is in running condition.

Surplus Property: (Contact: recycle@uvm.edu)

- Obtain keys, DMV Registration and insurance card from Owning Department.
- Make arrangements to move vehicle to designated Surplus location, if required.
- Notify Procurement Services of the vehicle details and pending bid/sale.
- Take photos of vehicle to be sold.
- Remove license plates from vehicle.
- Advertise vehicle for sale by bid or auction

Purchasing Services:

- Gather the Certificate of Title out of Purchasing Services central files. (Contact: Julie.MacDonald@uvm.edu)
- Arrange time for buyer to drop off payment (19 Roosevelt Highway) & sign over the Title and hand over the keys.
- Notify Cost Accounting Services (contact: Laurie.Desso@uvm.edu) and Risk Management (Contact: risk.management@uvm.edu) that the vehicle is no longer owned by UVM.
- Cancel current registration with Vermont DMV and return plates to DMV.
- Contact Owning Department to arrange for deposit of proceeds from sale.

Cost Accounting Services:

- Update the UVM Asset Management System, and vehicle insurance list. (contact: Laurie.Desso@uvm.edu)