

## 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](mailto: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](mailto: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](mailto: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](#))
-