# REQUEST FOR AUTHORITY TO REMOVE VEHICLES FROM DEPARTMENTAL INVENTORY

(For Broken, Obsolete, Unserviceable, or Surplus Vehicles)

<table>
<thead>
<tr>
<th>Inventory #</th>
<th>Description</th>
<th>License</th>
<th>Serial #</th>
<th>Inventory Carring Value</th>
<th>Purchase Date</th>
<th>Voucher #</th>
</tr>
</thead>
</table>

I request that the item(s) listed and described below be removed from the inventory of this department and the institution:

I have personally examined the item(s) and request this deletion for the following reason:

Disposition Suggested:

Estimated value of parts, if dismantled:

Witness: __________________________

Signed: __________________________

Property Custodian: __________________________

Type or Print Name of Witness: __________________________

Type or Print Name of Property Custodian: __________________________

<table>
<thead>
<tr>
<th>Prospective Purchasers</th>
<th>Address</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$</td>
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</tr>
</tbody>
</table>

Sold to: __________________________

Amount: __________________________

Receipt #: __________________________

Surplus Sale Approval: __________________________

Surplus Manager: __________________________

Property Management Approval: __________________________

Property Manager: __________________________

(approved when removed from Inventory and when Purchasing & Contracting is notified of insurance removal)

(SEND ORIGINAL TO PROPERTY MANAGEMENT)

(or Email Property.Management@ttu.edu)

MAIL ORIGINAL TO: Property Manager, Drane Hall, P.O. Box 41091, Lubbock, TX 79409 Mail Stop 1091

MAIL COPY TO: Fleet Manager, Physical Plant, P.O. Box 43142, Lubbock, TX 79409 Mail Stop 3142

MAIL COPY TO: Surplus Manager, Drane Hall, P.O. Box 41094, Lubbock, TX 79409 Mail Stop 1094