



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 80.04: Disposal of Motor Vehicles as Surplus Property**

**DATE:** March 26, 2012

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to implement the state of Texas Vehicle Fleet Management Plan as developed in accordance with Government Code, Section 2171.104, and to establish procedures for the sale of university motor vehicles.

**REVIEW:** This OP will be reviewed in May of even-numbered years by the managing director of Physical Plant and the manager for property inventory with recommended revisions forwarded through the assistant vice president for operations to the vice president for administration & finance and chief financial officer.

#### **POLICY/PROCEDURE**

1. The sale of university vehicles as surplus property will be coordinated with the Surplus Property manager in accordance with TTU OP 63.08 on Property Management.
2. The vehicle custodian is responsible for completing the *Request for Authority to Remove Equipment from Departmental Inventory* form (see attachment). The original request form should be forwarded to the property manager, Mail Stop 1108, with a copy sent to the Vehicle Fleet Management Office, Mail Stop 3142.
3. After the appropriate paperwork has been processed, the vehicle will be turned in to the Physical Plant garage where the exempt license plates will be removed and forwarded to Vehicle Fleet Management for proper disposal. The Texas Tech University insignia and TTU inventory number will also be removed from the vehicle.
4. The property manager will notify the vehicle fleet manager of the vehicles to be sold and will request the original vehicle titles and registration.
5. If the vehicle for sale has been severely damaged, the vehicle fleet manager will process the paperwork to convert the title to salvage status.
6. Once a buyer has been established and payment has been received, the property manager will transfer the original title to the new owner.
7. Upon title transfer, the vehicle will be released to the purchaser.
8. The property manager will complete the “Sale of Surplus Property Section” of the *Request for Authority to Remove Property from Departmental Inventory* (see attachment) and forward it to the Vehicle Fleet Management Office at Mail Stop 3142.

9. The property manager will remove the vehicle from the inventory system and will notify the Office of Purchasing and Contracting to remove the sold vehicle from insurance coverage.

*Attachment: Request for Authority to Remove Property from Departmental Inventory*