

USED CAR DISPOSITION REPORT

DATE _____

TO: **DIRECTOR, BUREAU OF VEHICLE MANAGEMENT
DEPARTMENT OF GENERAL SERVICES
2221 FORSTER STREET
HARRISBURG, PENNSYLVANIA 17103**

FROM: _____ DEPARTMENT _____ DEPARTMENT REFERENCE NUMBER _____

The vehicle identified below is no longer required by this Department and is released for appropriate disposition. The following actions pertinent to the release of the vehicle have been completed: all keys have been tagged and identified by Department and Equipment Number, credit cards, registration card and license plate have been returned to the Disposition Division, vehicle has been cleaned, personal and superfluous Commonwealth properties have been removed.

If this vehicle is reported on the Commonwealth Fixed Asset Accounting System, STD-243, Fixed Asset Accounting System Transaction, must be completed and included with this report.

EQUIPMENT NO. _____ YEAR MANUFACTURED _____ MAKE _____

MODEL _____ BODY STYLE _____ NO. CYL. _____ CU. IN _____ COLOR _____

MANUFACTURER'S NO. _____ TYPE OF TRANSMISSION _____

TITLE NO. _____ MILEAGE _____

COST CENTER	FUND	GL

AGENCY REVIEW OF VEHICLE (Actual Driver Should Assist in Review)			LAST DATE IN USE (GIVE MONTH & YEAR)
EXTERIOR CONDITION (BODY, LIGHTS, TIRES, WINDOWS, ETC.) GOOD <input type="radio"/> FAIR <input type="radio"/> POOR <input checked="" type="radio"/>	KNOWN DEFECTS (EXPLAIN)		
INTERIOR CONDITION (UPHOLSTERY, ACCESSORIES, INSTRUMENTATION, ETC.) GOOD <input type="radio"/> FAIR <input type="radio"/> POOR <input type="radio"/>	KNOWN DEFECTS (EXPLAIN)		
ENGINE/SYSTEMS PERFORMANCE (STEERING, ENGINE, BRAKES, TRANS., SUSPENSION) GOOD <input type="radio"/> FAIR <input type="radio"/> POOR <input type="radio"/>	KNOWN DEFECTS (EXPLAIN)		
OVERALL CONDITION OF VEHICLE GOOD <input type="radio"/> FAIR <input type="radio"/> POOR <input type="radio"/>	REMARKS		

SALE SITE LOCATION (Address): _____

CONTACT PERSON AT SALE SITE: _____

THE ABOVE INFORMATION IS PROVIDED TO ASSIST BIDDERS IN THEIR EVALUATION OF THE VEHICLE; HOWEVER, IT MAY NOT INCLUDE ALL DEFECTS. CONDITION SHOULD BE DETERMINED BY THE BIDDER'S INVESTIGATION AND INSPECTION. THERE IS NO GUARANTEE BY THE BUREAU OF VEHICLE MANAGEMENT REGARDING CONDITION OF THE VEHICLE. REFUNDS OR ADJUSTMENTS WILL NOT BE MADE UNDER ANY CIRCUMSTANCES.

ALL VEHICLES SOLD "AS IS." ALL WARRANTIES, EXPRESS AND IMPLIED ARE EXCLUDED.

DATE _____ SIGNATURE _____ DEPARTMENTAL AUTOMOTIVE OFFICER

At Auction Site At DGS Garage Being Sold From Site

Does this unit have to be towed? YES NO

(FOR BUREAU OF VEHICLE MANAGEMENT USE ONLY)

RECEIVED: CREDIT CARD _____ REGISTRATION CARD _____ LICENSE PLATE _____

DATE: _____

ESN# _____ TELEMATIC DATE _____ TELEMATIC TIME _____

MECHANIC'S SIGNATURE _____

HOLD OR SELL (CIRCLE)