

**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.) <b>GOOD      FAIR      POOR</b>	KNOWN DEFECTS (EXPLAIN)		
INTERIOR CONDITION (UPHOLSTERY, ACCESSORIES, INSTRUMENTATION, ETC.) <b>GOOD      FAIR      POOR</b>	KNOWN DEFECTS (EXPLAIN)		
ENGINE/SYSTEMS PERFORMANCE (STEERING, ENGINE, BRAKES, TRANS., SUSPENSION) <b>GOOD      FAIR      POOR</b>	KNOWN DEFECTS (EXPLAIN)		
OVERALL CONDITION OF VEHICLE <b>GOOD      FAIR      POOR</b>	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

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 At Auction Site      At DGS Garage      Being Sold From Site

Does this unit have to be towed?    YES      NO

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**(FOR BUREAU OF VEHICLE MANAGEMENT USE ONLY)**

RECEIVED: CREDIT CARD \_\_\_\_\_ REGISTRATION CARD \_\_\_\_\_ LICENSE PLATE \_\_\_\_\_

DATE: \_\_\_\_\_