

TO: SURPLUS PROPERTY SERVICES ADMINISTRATION  
1050 MURPHY AVENUE, SW  
BUILDING 1-A  
ATLANTA, GA 30310

FROM: THE UNIVERSITY OF GEORGIA  
ATHENS, GA 30602

DEPARTMENT \_\_\_\_\_

SUBJECT: REQUEST FOR VEHICLE TRANSFER

DATE \_\_\_\_\_

Vehicle transfers are authorized to provide efficient and economical transportation for any Department, Institution, Board, Bureau, or Agency of the State. The authority for establishment of the transfer standards is contained in Georgia Laws 1072 pp 1125-29. This legislation vests responsibility for the management of the state vehicle fleet with the Department of Administrative Services.

To insure that the intent of the legislative act is carried out, the following information must accompany all agency request for vehicle transfers from the Surplus Property Section:

(1) Type of vehicle requested for transfer (check one.)

\_\_\_\_\_ Automobile (for campus security purposes; only compact and/or intermediate size sedans will be considered)

(Will the transferred vehicle be used in high speed pursuit? \_\_\_\_\_ yes \_\_\_\_\_ no)

\_\_\_\_\_ Station Wagon

\_\_\_\_\_ Van

\_\_\_\_\_ Truck

\_\_\_\_\_ 1/2 ton

\_\_\_\_\_ 1/4 ton

\_\_\_\_\_ 1 ton

\_\_\_\_\_ Other - Please list: \_\_\_\_\_

(2) Is the vehicle requested for replacement? \_\_\_\_\_ yes \_\_\_\_\_ no If the vehicle will be a replacement, please list make, model, and identification number of vehicle this transfer will replace. \_\_\_\_\_

Will the requested vehicle be an addition to your existing fleet? \_\_\_\_\_ yes \_\_\_\_\_ no

(3) If this request is for an addition, will this approval place your agency above your authorized agency fleet level as determined by the Office of Planning and Budget? \_\_\_\_\_ yes \_\_\_\_\_ no

(4) Will this vehicle be used for the purpose of cannibalization? \_\_\_\_\_ yes \_\_\_\_\_ no

(5) Most vehicles are made available for transfer to other state agencies at no cost. However, some agencies do have the ability to receive proceeds from sale of surplus, and their vehicles may have a selling price associated with the transfer. Do you wish to be considered for a vehicle with these costs? \_\_\_\_\_ yes \_\_\_\_\_ no

All vehicle transfer requests must be approved by the Property Control Officer and the Director of the division where the vehicle will be utilized.

After review of this request, you will receive written approval/disapproval and instructions.

it is understood that any vehicle acquired through surplus procedures needs to be painted white and conform to Vehicle Identification Marking procedure 70.2.07-6. The acquiring department will bear the cost of compliance.

\_\_\_\_\_  
APPROVED (Property Control Officer)

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
APPROVED (Division Director)

Date: \_\_\_\_\_

For Increased Authorization:

\_\_\_\_\_  
APPROVED (APPROPRIATE VICE PRESIDENT)

Date: \_\_\_\_\_