

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 63.04, Disposal of Motor Vehicles - Surplus Property

Vice

President of Finance and Operations by May 31.

DESCRIPTION:

Conditions are contingent upon the "one-for-one" State Office of Vehicle Fleet Management established for TTUHSC.

When a vehicle has become inadequate for the needs of the department, and/or meets the replacement criteria according to the State Vehicle Fleet Management Plan, the Vehicle Custodian will deliver the vehicle, vehicle keys, security devices, manuals, and fuel cards to the TTUHSC OVF. The Vehicle Use Report must be certified and a transfer initiated as per HSC OP 63.10. If the vehicle is inoperable, contact OVF for further instructions.

1. **Vehicle Transfers.** If appropriate, the OVF will make vehicles available to TTUHSC departments. Requests for assignment must include justification and appropriate approvals. The OVF will initiate a transfer in the Property Management System if the