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

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish procedures for the sale of surplus vehicles owned by TTUHSC.

**REVIEW:** This HSC OP will be reviewed on May 15 of each even-numbered year (ENY) by the Director of General Services/Vehicle Fleet Manager and the Associate Vice President for Business Affairs, with recommendations for revisions forwarded to the Vice President and Chief Financial Officer by May 31.

**POLICY/PROCEDURE:**

All purchases/retentions are contingent upon the “one-for-one” State Office of Vehicle Fleet Management (OVFM) fleet size established for TTUHSC. When a vehicle has become inadequate for the needs of the department, and/or meets the replacement criteria according to State Vehicle Fleet Management Plan, the Vehicle Custodian will deliver the vehicle, vehicle keys, security devices, manuals and fuel cards to the TTUHSC OVFM. The Vehicle Use Report must be certified and a transfer initiated as per HSC OP 63.10. If vehicle is inoperable, contact OVFM for further instructions.

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

2. **Trade-in of Vehicles.** A vehicle may be used as a trade-in towards the purchase of a new vehicle when the Property Custodian determines that such action is in the best interest of the department. Trade-ins should be coordinated with Purchasing and the OVFM and must be in compliance with TTUHSC OP 72.11.

3. **Sale of Vehicles.**
   
a. The OVFM is responsible for proper disposal of exempt license plates. The “Texas Tech University Health Sciences Center” insignia and inventory number will also be removed, and cost for removal will be charged to the Fund-Org-Program (FOP) provided by the department deleting the vehicle from their controlled inventory.

b. If the vehicle for sale has been severely damaged, the OVFM may convert the title to salvage status.

c. If arrangements are not made to transfer the TTUHSC vehicle within thirty (30) days of delivery to the OVFM, it will be transferred to TTUHSC Surplus for disposal in any manner that is in the best interest of the institution in accordance with TTUHSC OPs 63.10 and 63.11. Surplus is responsible for the disposition of the vehicle within sixty (60) days.

d. Once a buyer has been established and payment has been received, the vehicle will be released to the purchaser, along with the original title, bill of sale, and State of Texas title application (if buyer resides in Texas).

e. The OVFM will notify the Office of Risk Management and the Property Manager of the title transfer so that the vehicle may be removed from the insurance coverage and the inventory system.