



# REPORT OF SURPLUS MOTOR VEHICLES AND MOTORIZED EQUIPMENT

SURPLUS PERSONAL PROPERTY  
STATE OFFICE BUILDING CAMPUS  
BUILDING 18, SUITE 102  
ALBANY, NY 12226

Submit original signed form  
only along with title.

FIXED ASSET NUMBER

REPORTING AGENCY AND ADDRESS:

LOCATION OF SURPLUS VEHICLE:

TELEPHONE: \_\_\_\_\_

CONTACT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_

SEDAN     SUBN     VAN

MODEL \_\_\_\_\_ COLOR \_\_\_\_\_ CYLINDERS \_\_\_\_\_

PICKUP     OTHER

VIN \_\_\_\_\_

FUEL TYPE \_\_\_\_\_

STATE ID/PLATE \_\_\_\_\_

CNG TANK EXPIRATION DATE \_\_\_\_\_

THE ODOMETER READING \_\_\_\_\_, IN ACCORDANCE WITH FEDERAL/STATE LAWS REFLECTS THE **ACTUAL** MILEAGE of the vehicle unless the following statement is checked:

The reading is "Not the Actual Mileage". State reason why NOT actual: \_\_\_\_\_

OPERATING                       NON-OPERATING

AUTO TRANS.     POWER BRAKES     POWER WINDOWS     AIR CONDITIONING

STAND. TRANS.     POWER STEERING     RADIO                       OTHER \_\_\_\_\_

REMOVAL OF ANY PARTS FROM THE EQUIPMENT IS **FORBIDDEN** WITHOUT WRITTEN AUTHORIZATION FROM THE BUREAU OF SURPLUS PERSONAL PROPERTY.

DEFECTS (Please be as specific as possible)

BODY DAMAGE \_\_\_\_\_

MECHANICAL DEFECTS \_\_\_\_\_

MISSING PARTS \_\_\_\_\_

THE PERSONAL PROPERTY LISTED ABOVE IS NO LONGER REQUIRED BY THIS AGENCY AND THE AGENCY DECLARES, WITH RELATION TO ENVIRONMENTAL CONSERVATION LAW, ARTICLE 27 AND 6NYCRR PART 371, THAT SUCH LISTED PROPERTY IS NOT/DOES NOT CONTAIN HAZARDOUS WASTE, PESTICIDES, OR RADIOACTIVE MATERIALS. **I ALSO CERTIFY THAT ITS CONDITION AND THE ODOMETER INFORMATION IS ACCURATELY REPRESENTED ABOVE.**

**\*NOTE: AFTER FINAL DISPOSITION OF THE IDENTIFIED FUND ITEMS, 10% OF THE GROSS SALE PROCEEDS WILL BE DEDUCTED BY OGS TO COVER COSTS, PRIOR TO REIMBURSEMENT TO YOUR AGENCY.**

SIGNATURE \_\_\_\_\_

\*Funds from which items (s) purchased:

(PLEASE TYPE)

(NAME)

(TITLE)

(DATE)