

---

---

**GUIDE FOR COMPLETION OF  
REPORT OF SURPLUS MOTOR VEHICLES AND MOTORIZED EQUIPMENT  
(CS-201.1)**

---

---

State Surplus Personal Property is responsible for the proper disposal of all appropriate surplus Motor Vehicles and Motorized Equipment. All items declared surplus for the auction program should be submitted on a CS-201.1 Form. To accomplish this goal, your assistance is requested to insure that all Report of Surplus Motor Vehicles and Motorized Equipment Forms (CS-201.1) are properly completed.

This guide illustrates the information required to effectively determine the proper method of disposal and provide information required for transfer and/or auction purposes. All information should be accurate and typed or printed legibly.

Incomplete and/or inaccurately submitted forms **may be returned** to the respective reporting agency for completion, correction and resubmission, resulting in delays in the disposal of the Surplus Property.

**\*\*SPECIAL NOTES\*\***

- Please do not sign or fill in any part on the back of the title.
- Surplus vehicles need to be COMPLETELY cleaned out before being brought to an auction site.
- Due to recent regulations imposed by the New York State Office of Public Security, vehicles that have been used as police or safety vehicles must have ALL lights and stickers removed. Stickers cannot be painted over.
- Keys must be tagged with make and a state id or plate number for identification purposes.

---

---

**DIRECTIONS**

1. If applicable, enter the unique 10-digit fixed asset number in the box provided. These numbers are reported to the OGS Bureau of Fixed Assets.
2. Enter the name, address and phone number of the Central Office of the reporting agency declaring an item surplus, for example:  

Department of Transportation  
State Office Campus, Building #5  
Albany, NY 12232  
518-457-2875
3. Enter the agency name, address, contact name and phone number of the agency location where the surplus item is physically located, for example:  

John Doe  
Department of Transportation  
5450 South Bay Road  
North Syracuse, NY 13212  
315-458-7000
4. Enter the year of manufacture, name of manufacturer, (e.g., Ford, Chevrolet, Massey Ferguson, International) and the model name (e.g., Crown Victoria, Lumina, 540, L9000)
5. Enter the body type by checking the appropriate box or entering on the appropriate line if vehicle type is not listed. (e.g.,  Sedan  Truck or  OTHER Snowmobile). Enter the color of the item and the number of cylinders.

6. Enter the Vehicle Identification Number (VIN) or Serial Number (S/N) from the title/transferable registration (titles must remain unsigned), insuring they match.

\*\*\*When the VIN or S/N on a vehicle is missing, altered or obscured, arrangements should be made through OGS for verification and/or renumbering. VIN or S/N is required for proper and legal identification and sale of surplus items, and to maintain accuracy of inventory.\*\*\*

7. Enter the State Identification Number for the item declared surplus. This number may be found on some registrations and is generally 5 or 6 characters. For vehicles, it may be the license number assigned to the vehicle or a number assigned by Fleet Administration or the Department of Transportation. The State identification number is used to assist in the accurate identification of the surplus item.

8. Enter the **accurate** odometer reading as it appears on the surplus vehicle (do not enter tenths of miles or estimate the mileage). Check appropriate box, where applicable, if the actual mileage exceeds the mechanical limits of the odometer (if odometer has turned over 100,000) or if the reading is not the actual mileage, check “not the actual mileage box” and state why (e.g., odometer broken, dash missing, etc.). **The accurate odometer reading is required by Federal and State regulations as part of Consumer Protection Legislation.**

9. Enter **X** in box preceding “Operating” or “Non-Operating” on CS-201.1.

10. Enter **X** where appropriate, in boxes preceding automatic transmission, standard transmission, power brakes, power steering, power windows, radio, air conditioning, and other to enter any other equipment, e.g., 4 x 4, plow, etc.

11. Enter **X** for appropriate defects and identify all known specific defects in space provided (e.g., major accident damage, major rust, engine, transmission, brakes, etc.). **“Does not run” is not a defect.** Identification of defects is required to provide a reasonably accurate description of the surplus item when being sold at auction.

12. Ensure appropriate signature of authorized person responsible for completion of form and information contained within, compliance with Environmental Conservation Laws, condition, and accuracy of all information.

13. Enter name (typed or printed) of person signing form, title and date.

14. Enter funds from which item was purchased. Most items are purchased with State Purpose Funds; however, some state agencies use other funds and require moneys realized to be deposited in specific funds, i.e., Seized, Federal, Conservation Fund, etc. If no fund is listed, moneys collected will be deposited in the State Purpose account.

---

**Submit completed Report of Surplus Motor Vehicles and Motorized Equipment Forms (CS-201.1) with required attachments (unsigned title or transferable registration) to:**

**New York State Office of General Services  
State Surplus Personal Property  
State Office Building Campus  
Building 18, Suite 102  
Albany, New York 12226-1852**