

VEHICLE DISPOSAL REPORT

Prior to the disposal of any Columbia University owned vehicle, a complete Vehicle Disposal Report must be submitted to Risk Management. Please complete this form and fax a printed form Risk Mgmt at (646) 349-1379. The departmental Vehicle Coordinator will receive a confirmation email from Risk Management with further instructions within two business days. Instructions will include how and when license plates are to be returned, which varies depending on the method of disposal and other factors.

For complete information on Columbia's motor vehicle and watercraft policies, please see the Administrative Policy Library. Further information is also available on the Risk Management website.

Dept Vehicle Coordinator:	<input type="text"/>	Vehicle Coordn Tel:	<input type="text"/>
Responsible Department:	<input type="text"/>	Vehicle Coordn Email:	<input type="text"/>
Year, Make & Model:	<input type="text"/>	Odometer:	<input type="text"/>
VIN:	<input type="text"/>	License Plate Number:	<input type="text"/>

Today's Date:

Method of Disposal:

Date of Disposal:

Reason for Disposal:

If selling, what is the expected price:

Is a buyer already in place? yes no

Condition	Details	
Exterior Body:	<input type="text"/>	<input type="text"/>
Interior:	<input type="text"/>	<input type="text"/>
Mechanical:	<input type="text"/>	<input type="text"/>
Overall:	<input type="text"/>	<input type="text"/>