



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

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

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

**REVIEW:** This HSCEP OP will be reviewed on May 15 of each even-numbered year (ENY) by the Managing Director of Facilities Support Services and Vehicle Fleet Manager, with recommendations for revisions submitted to the Chief Financial Officer or designee, 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 El Paso. 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 and a VEHICLE DISPOSAL INFORMATION form (Attachment A) to the TTUHSC El Paso OVFM. The Vehicle Use Report must be certified and a transfer initiated as per HSCEP OP 63.10.

1. **Vehicle Transfers.** If appropriate, the OVFM will make vehicles available to TTUHSC El Paso departments. Requests for assignment must include justification and appropriate approvals. The OVFM will initiate a REQUEST TO TRANSFER EQUIPMENT BETWEEN DEPARTMENTS form (HSCEP OP 63.10 Attachment E) to the Property Manager 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 El Paso OP 72.11.
3. **Sale of Vehicles.**
  - a. If arrangements are not made to transfer or trade the TTUHSC El Paso vehicle within 30 days of delivery to the OVFM, it will be transferred to the TTUHSC El Paso Surplus Property Manager (SPM) for disposal in any manner that is in the best interest of the institution in accordance with TTUHSC El Paso OPs 63.10 and 63.11.
  - b. The exempt license plates will be turned in to the OVFM for proper disposal. The "Texas Tech University Health Sciences Center El Paso" 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.
  - c. The SPM is responsible for the disposition of the vehicle within sixty (60) days.
  - d. The SPM will notify the OVFM of the vehicles to be sold and will request the original vehicle titles and registration.
  - e. If the vehicle for sale has been severely damaged, the OVFM may convert the title to salvage status.
  - f. Once a buyer has been established and payment has been received, the SPM

will transfer the original title to the new owner.

- g. Upon title transfer, the vehicle will be released to the purchaser.
- h. 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.