



NEVADA SYSTEM of HIGHER EDUCATION
BUSINESS CENTER NORTH, PURCHASING DEPARTMENT

Reno, Nevada 89557-0242
Telephone: (775) 784-6552

**PROPERTY INVENTORY
VEHICLE TURN-IN DOCUMENT**

PROCEDURES FOR TURNING IN VEHICLES

1. Set of keys must accompany vehicle. Plate# _____
2. All decals, official markings and special equipment (emergency lights, etc.) Must be physically removed from vehicle.
3. License plates must be on vehicle.

Date: _____

Department: _____ Phone: _____

Fund: _____ Area: _____ Orgn: _____

Vehicle Year: _____ Make: _____ Model Name: _____

VIN Number: _____

License Number: _____ Mileage: _____

Condition: _____

Turned In By: _____

Received By: _____

Sold To: _____ Amount \$: _____ Date: _____

Comments of Sale: _____

Deleted from Fixed Assets System

Delete Insurance

Delete Registration

Business Center North - Purchasing Department

Desert Research Institute • Great Basin College • Truckee Meadows Community College • University of Nevada, Reno • Western Nevada College
<http://www.bcn-nshe.org/purchasing>