

**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