

Final Disposal of Vehicle Capital Asset Information Sheet

Agency Name: _____ Date: _____

Agency Address: _____

Agency Telephone Number: _____ Contact Person: _____

Was Useful Life met for the Vehicle: ☐ Yes ☐ No Disposal Date: _____

Type of Disposal: ☐ Auctioned/Sold ☐ Transferred ☐ Accident/Insurance Other: _____

Reason for Disposal: ☐ Met Useful Life ☐ Totaled ☐ Natural Disaster Other: _____

VIN: _____ Make: _____ Year: _____

License Plate: _____ Mileage: _____ FTA/State Funding Program: _____

TEAM/TRAMS Number: _____ Equity Received: _____ Active Service Date: _____
(e.g., TN2021043)

Agency Signature: _____ **Date:** _____

Required Support Documents for proper disposal of a vehicle:

- ☐ Copy of Receipt or Bill of Sale
- ☐ Copy of Front and Back of Tennessee Title with Signatures
- ☐ Copy of Check or Proof of Money Transferred
- ☐ Copy of Bank Deposit Slip for Equity received for the vehicle



Please contact our office if the equity received exceeds \$5000 for additional instructions

Notes:

1. **Proof of Public Sale may be requested from Agency by TDOT Public Transportation Section.**
2. **Proceeds from the sale of any vehicles with Federal or state interest must be used in the local transit program or returned to TDOT.**

Documentation should be mailed to: **TDOT.MultiModalAdmin@tn.gov** or **TDOT Public Transportation Section**

ATTN: Asset Manager, James K. Polk Bldg. 505 Deaderick St. Suite 1200, Nashville, TN 37243.

Note: DOT 49 CFR 19.34(f)(6) states that when a recipient is authorized or required to sell equipment, proper sales procedures shall be established that provide for fair competition to the extent practicable and result in the highest possible return.

TDOT Public Transportation Staff Only

Reviewed by: _____ Date: _____

Approval by: _____ Date: _____

Revised: Aug 2024