

Dartmouth College
Procurement Services
Fixed Asset /Surplus Property
7 Lebanon Street
Suite 313
Hanover, NH 03755
Phone 603-646-2149

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Dartmouth College Vehicle and Equipment Transfer Form

This form must be completed whenever Dartmouth College (Dartmouth) vehicle(s) or motorized/powerd/licensed equipment and/or associated equipment will be sold, gifted, donated, or otherwise transferred. The transaction must be processed through Dartmouth's Office of Procurement Services prior to the removal, transfer, or relocation within Dartmouth or external to Dartmouth. The appropriate signatures indicated below must be collected as part of the completion of this form. Once completed, send the document to Fixed.Assets@Dartmouth.EDU. Upon review, a Bill of Sale or confirmation of transfer will then be issued to the buyer/transferee to complete the sale/transfer, cost recovery and/or for items with zero cost transfer. For grant funded transfers, consult with the Office of Sponsored Projects (OSP) as required and follow the process outlined in the Office of Sponsored Projects Transfer Guidelines (<https://www.dartmouth.edu/osp/award-closeout/transfers/>).

CONTACT INFORMATION

Date: _____

Name: _____ Dartmouth School/Division: _____

Phone #: _____ Hinman Mailbox #: _____

Building Name: _____ Room#: _____

Reason for sale / disposal (Item No longer needed, etc.): _____

Account to which funds received should be deposited (include chart string): _____

Vehicle/Equipment Description and information:

Description of equipment (if multiple units, use separate form for each unit):

Year: _____ Make: _____ Model: _____

Description: _____ Asset #: _____

VIN / Serial #: _____ Dartmouth Asset Tag # / Fleet ID: _____ CMS #: _____

NH Plate # _____ Miles: _____ Hours: _____ Idle Hours: _____

Department/Shop: _____ Current Location: _____

(All vehicles/equipment will be delivered to Gile Track prior to decommissioning, unless otherwise instructed)

Purchase Price: _____ Year Purchased: _____ Current Market Value: _____

Passed State Inspection (Y or N). If No, reason for failed inspection: _____

Additional item(s) included: _____

Has Dartmouth owned radio(s), tracking system, tools, equipment, supplies been removed? (Yes or No)

Initials: _____ Is the vehicle Clean (Yes or No) Initials: _____

Grant funded?

YES (if yes, provide grant #: _____)

NO (if no, describe source of funds: _____)

Notes: _____

BUYER/TRANSFeree INFORMATION

Institution/Company: _____ Contact Name: _____

Address: _____ Phone: _____

Purchase Price (or include price for each piece in attached spreadsheet): _____

Please Note Export Restrictions: Buyer must comply with all export laws, restrictions and regulations of the United States governing or relating to the equipment purchased. Buyer represents and warrants to Seller that Buyer is not procuring the product purchased under this Agreement with the intent to export such product in violation of US export control laws and regulations, and that Buyer is not a national or resident of any country subject to a US embargo, including without limitation Angola, Burma, Cuba, Iran, Iraq, Libya, North Korea, Sudan or Syria. For more information, go to <https://www.dartmouth.edu/comply/export/index.html> If being shipped outside of the US, the name of the receiver, address and contact information must be provided.

REQUIRED APPROVALS

<p>#1 Signature of Faculty/Staff Member requesting transfer (first signature required):</p> <p>_____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date _____</p>	<p>#2 Signature of Department Chair (second signature required):</p> <p>_____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date _____</p>
<p>#3 Signature of Appropriate Fiscal Officer (third signature required):</p> <p>_____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date _____</p>	<p>#4 Signature of OSP Director (fourth signature required if grant funded)</p> <p>_____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date _____</p>

Reason for Form:

The “Dartmouth College Vehicle and Equipment Disposal Form” is designed to document data for distinct types of vehicles and equipment transfers between Dartmouth entities and for the sale, gift or donation to businesses, groups, entities, or person(s) outside of Dartmouth. This form is reviewed to substantiate Dartmouth’s business conduct in relation to the transfer, sale, gift or donation of vehicles and equipment within or outside of Dartmouth.

Instructions and Additional Guidance:

Contact Information

Name: Enter the name of staff or researcher (PI) who is responsible for operations and if the form is being completed by a manager, enter their name adjacent to the PI or departmental head.

Dartmouth School/Division: Enter the name of the Dartmouth School (Geisel, Thayer, Tuck, A&S etc.) or Dartmouth Division/Department.

Phone #: Enter the phone number which provides the best way to contact the responsible party for assistance.

Hinman Mailbox #: Enter the Hinman Mail designation for sending hard copies via intercampus mail.

Building Name: Enter the building where equipment, keys, manuals, or documentation may be physically picked up.

Room#: Enter the Architectural room number for location.

Reason for Transfer, Sale, Gift, or Donation (e.g., replaced with new vehicle, etc.): provide a general reasoning for dispersal of item(s).

Chart String: Provide a chart string used for deposit of incoming funds (verify that the chart string is no restricted).

Equipment Information

Year: Enter the year stated on the title, Manufacturer’s Certificate of Origin or stamped on the Serial Number/Vin placard denoting date of manufacture.

Make: Enter the title or name of the group responsible for the manufacturer of the complete unit.

Model: Enter the alphanumeric code which denotes the build of the unit assigned by the manufacturer.

Description: Provide a general description of equipment including ancillary items. For the protection of Dartmouth for the transfer, sale, donation, or gift of equipment a full disclosure of the item is required along with an account for any defect, rust, failure, or concern with the operability of the unit.

Asset#: Sequential number generated by the Fixed Asset System that is unique and assigned to each asset.

VIN/Serial Number: Enter the Vehicle Identification Number (VIN) (also known as a serial number) is a 17-character code of letters and numbers that identifies vehicle, trailers, and some equipment. Some items may have more or less digits depending on the year of manufacture or type of unit.

Dartmouth Asset Tag Number / Fleet ID: Enter the Asset tag number, FOM vehicle/equipment identification number or alpha numeric code, and/or fleet number.

CMS Number: Provide the associated contract management system ID number, if applicable.

NH Plate#: Enter the New Hampshire or other state registration plate number which is used to identify the vehicle.

Miles: Provide the Odometer reading.

Hours: For those units which have Hour Meters installed, provide reading. Note, if the Hour Meter has been changed, please note.

Idle Hours: Some service vehicles and equipment have an Idle Meter as part of the electronic controls. Provide meter reading, if applicable.

Department/Shop: examples - Electric Shop, Plumbing Shop, Heating Plant, DOC, Geology, Environmental Science, etc.

Current location: Provide the building name and architectural room number or parking lot location where the item(s) are located for pickup purposes.

Purchase Price: Include invoice price of equipment (including freight, installation of additional items, destination fees, setup and/or testing charges).

Year Purchased: Enter the date of in Service at Dartmouth or point of use.

Current Market Value: Basic Trade-in value calculators can be used or calculate the current wholesale market value. The current wholesale market value can be calculated by comparing the unit to those advertised on the web by three different vendors. Combine the retail prices from each vendor, then divide by three, and multiply by 0.50.

Passed State Inspection: (Y/N) circle or highlight one.

If "No" reason for failed Inspection: Describe in detail why the unit failed (rusted break lines, body panels rusted through, unit will not start and run, steering rack and pinion out of tolerance, frame broken, non-drivable to be towed only, etc.).

Additional item(s) included: Describe items added to the base unit that will be transferred with the vehicle or equipment (toolbox(s), running board(s), lumber rack, lift gate, blades, snowplow, etc.).

Has Dartmouth owned radio(s), tracking system(s), tools, equipment, supplies been removed? (Y/N)

Initials: ___ Your Initials are required to denote the required action has taken place and you verified
Is the vehicle Clean (Y/N) Initials: _____ Circle or Highlight (Yes or No). Your Initials are required to denote the vehicle or equipment has been cleaned of trash, hardware, items not part of original purchase of the vehicle, broom swept and is free of items which may come loose when transported.

Grant Funded?

If YES, provide sponsor name and grant number: Provide the Chart String(s) or PT AEO(s) used to purchase unit.

If NO, describe source of funding: Provide the Chart String(s) used to purchase unit.

Notes: Describe any information you may deem necessary to disclose issues, point out added features, or information to potential buyer(s).

If multiple units, use separate form for each unit.

Buyer/Transferee Information

Institution/Company: Enter the name of the person, group or business item(s) are transferring to.

Contact name: Enter the name of person with legal signature authority to process documents.

Address: Enter the legal address of current legal owner.

Phone Number: Enter the phone number which provides the best way to contact the current legal owner.

Purchase Price (or include price for each piece in an attached Spreadsheet): Include the invoice price of the equipment (including freight, installation, and/or testing charges).