

# Vehicle Disposal Condition Report

All information **must** be filled in prior to any Yale vehicle being disposed of either by Sale, Scrapping or Transfer to another department. When completed, please fax or email to the Purchasing Department, attention Chris Bartolotta or Tim Bertaccini.

**License Plate Number:**

**Mileage:**

**Make & Model:**

**Does vehicle run:**

**Exterior Body condition:**

**Interior Body condition:**

**Return License plates to Chris Bartolotta or Tim Bertaccini (Yes or No)**

**Informed Tim Bertaccini to Cancel Wright Express Card (Yes or No)**

**Minimum Bid Dollar Amount:**

**Reason for Disposal:**

**Authorizer:** \_\_\_\_\_  
(Department Business Manager) (Date)

**Signature** \_\_\_\_\_  
(person filling out report) (Date)

Chris Bartolotta, C.P.M.  
Buyer  
Purchasing Dept  
Fax # 203-432-9966  
email: christopher.bartolotta@yale.edu

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