



# University of Massachusetts

## Amherst

Controller's Office  
Mass Venture Center  
Suite 201 – 100 Venture Way  
Hadley, MA 01035-9430  
United States of America

Voice: 413.545.1430  
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**Date:** \_\_\_\_\_

**Department Name & Location:** \_\_\_\_\_

**Vehicle Description:** \_\_\_\_\_

**Year:** \_\_\_\_\_

**Brand:** \_\_\_\_\_

**Model:** \_\_\_\_\_

**Type:** \_\_\_\_\_

**UMA Property Asset Number:** \_\_\_\_\_

**Mileage:** \_\_\_\_\_

**VIN#:** \_\_\_\_\_

**State Plate Number:** \_\_\_\_\_

**Is this an electric vehicle: Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

**Transmission: Manual:** \_\_\_\_\_ **Automatic:** \_\_\_\_\_

**Condition of the Vehicle: Excellent:** \_\_\_\_\_ **Good:** \_\_\_\_\_ **Fair:** \_\_\_\_\_ **Poor:** \_\_\_\_\_

**Does the vehicle function properly: Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

**Does the vehicle start: Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

**Is the vehicle drivable off the lot: Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

**Is it currently inspected: Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

Surplus Property can be viewed by **APPOINTMENT ONLY**.

To schedule an appointment please call or e-Mail: \_\_\_\_\_

at Phone: \_\_\_\_\_ and e-Mail: \_\_\_\_\_

Location parked for disposal: (internal information only): \_\_\_\_\_

Reason for Sale and Special Notes on the Vehicle: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**SPECIAL NOTE:** Include a minimum of four (4) photos of the vehicle both the interior and the exterior as .jpeg file. Each photo needs to be date stamped that includes the date that the photo was taken in the photo. Each picture along with this document is to be sent directly to me via e-mail at [chartstr@umass.edu](mailto:chartstr@umass.edu) Only one vehicle for sale per e-mail. Also, please be as specific with as many details on this item as possible. The clearer the details the more likely it will be that we can sell this item without too many questions from potential bidders.

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Speed type: \_\_\_\_\_ DEPT ID: \_\_\_\_\_

Name of Department these funds are going to: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Department Signature: \_\_\_\_\_