VEHICLE TURN IN DOCUMENT

DISPOSAL METHOD	GENERAL CHARACTERISTICS		
	STATE LICENSE	AGENCY NAME AND DIVISION	VEHICLE COLOR

YEAR	MAKE	MODEL	

SERIAL NUMBER	MILEAGE	ODOMETER OVER MECHANICAL LIMIT ☐ Yes ☐ No	TITLE RECEIVED ☐ Yes ☐ No

ASSET NUMBER	CERTIFICATE OF TITLE NUMBER	ORIGINAL FUNDING SOURCE	ORIGINAL ACQ. COST

NAME OF CONTACT PERSON	E-MAIL ADDRESS	PHONE NUMBER	LOT NUMBER

LOCATION AND ADDRESS OF VEHICLE

FEATURES AND CONDITION

NUMBER OF CYLINDERS	TRANSMISSION TYPE	DRIVE TRAIN	AIR CONDITIONING	OPERATIONAL
	☐ Auto ☐ Standard	☐ Front ☐ Rear ☐ AWD ☐ 4WD	☐ Yes ☐ No	☐ Yes ☐ No

RADIO TYPE	OPERATIONAL	CRUISE CONTROL	OPERATIONAL	EMISSION CONTROL SYSTEM	OPERATIONAL
	☐ Yes ☐ No		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

OTHER OPTIONS (DIESEL ENGINE, SNOW PLOW, ETC.)

BRIEF STATEMENT OF OVERALL CONDITION	AGENCY SALE INFORMATION

☑

AS-IS NO WARRANTY
YOU WILL PAY ALL COST FOR ANY REPAIRS!
THE STATE OF OHIO ASSUMES NO RESPONSIBILITY FOR ANY WRITTEN OR ORAL STATEMENTS ABOUT THE VEHICLE.

SIGNATURES

RELEASING AUTHORITY'S NAME (PLEASE PRINT)	SIGNATURE	DATE
	Typing your name in the block to the left is considered an authorizing signature to release the item to State Surplus Property	
RECEIVING AUTHORITY'S NAME (PLEASE PRINT)	SIGNATURE	DATE
PURCHASER'S ACCEPTANCE NAME (PLEASE PRINT)	SIGNATURE	DATE

WHITE- STATE SURPLUS LOT, **White**- RETAIN BY AGENCY, **White**- STATE SURPLUS OFFICE

ADM 3911 (REVISED 8/2013)