

# Fleet Disposal Authorization Document

Requesting Department:

Date of Request:

Prepared by:

## Vehicle Information

Vehicle Make/Model	Year	VIN/ID	License Plate	Current Odometer	Condition	Reason for Disposal
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Disposal Method Approved:

Additional Notes:

Requested by (Name & Signature)

Date

Department Head (Name & Signature)

Date

Authorized by (Name & Signature)

Date