

WCU Vehicle Change Form

*This form should be used to report any acquisition or surplus of department vehicles. Completed forms should be sent to Jamie Hilton in the Safety & Risk Management Office.

Information required to add/remove insurance for department owned vehicles:

Acquisition or Surplus:	
Date of Acquisition or Surplus:	
Budget code for insurance premiums:	
University Department:	
Department contact name and extension:	
Address where vehicle will be parked when not in use:	
License plate # (if available):	
Year of vehicle:	
Make of vehicle (Ford, GEM, Chevrolet, etc.):	
Model of vehicle (Taurus, Impala, etc.):	
VIN #:	
Purchase price:	
Leased, long term rental (greater than 30 days), or owned?	
Name, address, contact person, phone of rental company or dealership where vehicle is being leased or rented from:	
Add optional Comprehensive/Collision coverage? (circle one)	Yes or No

<p>Office Use Only: Insurance add/remove date: _____</p>
