

PROCEDURES FOR UNIVERSITY VEHICLES, BOATS, OUTBOARD MOTORS AND TRAILERS

Property Control maintains title registration of new and used vehicles owned by the University of Oklahoma, disposal of University vehicles and inventory by asset identification required by the State of Oklahoma. Property Control is located at 2101 W Tecumseh, Suite B, Norman Ok 73069. Our registration hours are from 8 am to 4:30 pm. Monday through Friday. Telephone (405)325-2782, Fax: (405)364-1961
Property Control also provides registration for boats, outboard motors and trailers.
Property Control provides departments with title(s) for vehicles traveling to Mexico.

VEHICLE TITLE AND REGISTRATION

Documentation and forms associated with title and vehicle registration (cars, trucks and buses)

Fleet Services provides Property Control with all documentation for new and used title and vehicle registration. The documents are: Bill of Sale, Manufacturers Statement of Origin, Application for Title (with tax stamp affixed) and Odometer Disclosure.

a. Purchases of out - of - state used vehicles must be inspected first, a representative from the Oklahoma Tax Commission (local tag agency) will complete a vehicle identification number (VIN) inspection before the title registration process begins. This is the department's responsibility.

There will be a check request made by Property Control to Financial Services for the amount associated with the title transfer only and charged to the department for title, vehicle registration and waste tire fees.

After receiving the check from Financial Services, the check and documentation are delivered by Property Control to the Oklahoma Tax Commission (local tag agency) for processing.

Original titles are mailed to and kept at the Property Control office.

All Terrain Vehicles and Utility Vehicles (John Deere Gator, etc.)

ATV's purchased, or with ownership is transferred, on or after 7/1/05 are required to be titled and registered.

Utility vehicles purchased, or on which ownership changed, on or after 7/11/08 are required to be titled and registered.

ATV's or utility vehicles on which ownership has not changed since the above referenced effective dates may be titled and registered at the owner's option.

A one (1) time registration fee per owner is required.

Documents required

- a. Certificate of Origin
- b. Bill of Sale

There will be a check request made by Property Control to Financial Services for the amount associated with the title transfer only and charged to the department for title, vehicle registration and tire waste fees.

After receiving the check from Financial Services, the check and documentation are delivered by Property Control to the Oklahoma Tax Commission (local tag agency) for processing.

Original titles are mailed to and kept at the Property Control office.

Low Speed Electrical Vehicle (Golf Carts, etc.)

Title and registration is optional

Medium Speed Electrical Vehicle (Miles electric cars, etc.)

Required to be titled and registered as of 6/2/08

Documents required

- a. Certificate of Origin
- b. Bill of Sale
- c. Waste tire fees apply

VIN verification inspections apply when entering from another state.

Odometer Disclosure requirements do not apply.

There will be a check request made by Property Control to Financial Services for the amount associated with the title transfer only and charged to the department for title, vehicle registration and waste tire fees.

After receiving the check from Financial Services, the check and documentation are delivered by Property Control to the Oklahoma Tax Commission (local tag agency) for processing.

Original titles are mailed to and kept at the Property Control office.

Mini Truck (Isuzu delivery vehicle, etc.)

Law effective November 1, 2008

Documents required

- a. Certificate of Origin
- b. Bill of Sale
- c. Waste tire fees apply
- d. Odometer Disclosure

VIN verification inspections apply when entering from another state.

There will be a check request made by Property Control to Financial Services for the amount associated with the title transfer only and charged to the department for title, vehicle registration and waste tire fees.

After receiving the check from Financial Services, the check and documentation are delivered by Property Control to the Oklahoma Tax Commission (local tag agency) for processing.

Original titles are mailed to and kept at the Property Control office.

BOAT AND OUTBOARD MOTOR REGISTRATION

The department purchasing the boat will provide Property Control with all documentation for title and boat registration. The documents are: Bill of Sale, Manufacturers Statement of Origin, Application for Title (with tax stamp affixed) (form BM-26) and boat or outboard motor inspection if the boat's outboard engine has a horsepower of 10 or more. Boats and outboard motors require separate application forms. Verification of hull identification or serial number of the vessel or outboard motor (notarized form BM-10) from the manufacturer is required. All boats, including canoes and kayaks, must be registered.

EXEMPTIONS

Boats documented by the U.S. Coast Guard, using Oklahoma waters for no more than 60 calendar days.

Boats registered in another state, using Oklahoma waters for no more than 60 calendar days.

Boats used only for racing.

There will be a check request made by Property Control to Financial Services for the amount associated with these documents and charged to the department for title and boat or outboard motor registration.

After receiving the check from Financial Services, the check and documentation are delivered by Property Control to the Oklahoma Tax Commission (local tag agency) for processing. Departments will be contacted by Property Control when decals have arrived.

Original boat or outboard motor titles are mailed to and copies of boat or outboard motor decals are kept at the Property Control office.

a. Placement of decals for boats or outboard motors is the responsibility of the department.

b. Departments may contact the Property Control office for decals.

Renewal for boat or outboard motor is every 1 or 3 years. There will be a check generated to Financial Services and charged to the department at this time.

TRAILER REGISTRATION

The State of Oklahoma does not require the following trailers to be titled or tagged, provided they are not used in a commercial capacity:

a. Agricultural trailer

b. Boat trailer

c. Utility trailer

Effective July 1, 2008, at the option of the owner, noncommercial trailers, such as utility and boat trailers may be registered only (no title issued) for an annual fee.

Only trailers which are used commercially must be registered and titled in Oklahoma, using the same Application for Oklahoma Title as other vehicles.

If the trailer does not have a Vehicle Identification Number, the serial number will be used as its identification.

INVENTORY ACCOUNTABILITY

Property Control will maintain information on all vehicles, boats, outboard motors and trailers over \$5000.00 concerning inventory. This includes the assignment of an asset identification number and the location for the annual state inventory report.

Contact Property Control for any vehicle, boat, outboard motor or trailer transferred to other departments with the Change in Status form located on the Property Control website.

DISPOSAL OF UNIVERSITY VEHICLES, BOATS, OUTBOARD MOTORS AND TRAILERS

Property Control is responsible for disposal of all University vehicles, boats, outboard motors and trailers.

a. First, contact Fleet Services to decommission a vehicle, boat, outboard motor or trailer from the State Fleet Management Division.

b. Property Control Manager will receive confirmation from Fleet Services when a vehicle, boat, outboard motor or trailer is ready for disposal.

c. Vehicle, boat, outboard motor or trailer for disposal are **not** located at the Property Control location.

d. Associate Purchasing Director, Fleet Administrator and Property Control Manager will select the proper disposal process. One or more of the processes may be used at any one time.

METHODS OF DISPOSING UNIVERSITY VEHICLES, BOATS, OUTBOARD MOTORS AND TRAILERS

Property Control will decide the most cost effective method of disposing the vehicle. The condition and mileage of the vehicle will determine its value. This includes boats, outboard motors, trailers, all-terrain vehicles, utility vehicles, low speed electric vehicles, medium speed electric vehicles and mini trucks.

SALE BID

a. This form for vehicles, boats, outboard motors or trailers will be generated through the Purchasing department. This form will be available on the Purchasing and Property Control website.

b. Complete this form and deliver to Purchasing Department at 2750 Venture Drive, Norman OK. 73069 before the closing date and time listed on the sale bid.

c. The awardee will be notified with instructions to complete the sale.

d. All vehicles, boats, outboard motors and trailers are sold "**AS IS WHERE IS**".

PROPERTY CONTROL STORE SALES

a. Vehicles, boats, outboard motors and trailers selected for this process will be advertised on the Property Control Store website.

b. Vehicles, boats, outboard motors and trailers for sale in the Property Control store will be identified by a tag with the vehicle number on the vehicle sale board. Simply pull the tag from the vehicle sale board and present this tag immediately to the Property Control staff at the Property Control store front desk.

c. Payment and completion of the sale (sales receipt, notarized Bill of Sale, assignment of title, Odometer Disclosure, maintenance records and keys to the buyer) will take place at the Property Control office.

d. All vehicles, boats, outboard motors and trailers are sold "**AS IS WHERE IS**".

EBAY

- a. Vehicles, boats, outboard motors and trailers selected for Ebay may be viewed on the Property Control Store website under Property Control store and sale bid link, then continue to the Ebay link or by visiting the Ebay website.
- b. To view the vehicles, boats, outboard motors and trailers on Ebay go to www.Ebay.com
- c. Locate and click on the Advanced Search button
- d. In the left navigation field, click on "Items by Seller"
- e. In the box under :Enter Sellers Used ID" input "ousurplus"
- f. Click Search
- g. Any University vehicle, boat, outboard motor or trailer that is for sale on Ebay at that time, will appear. Follow Ebay guidelines for bidding on this vehicle, boat, outboard motor or trailer. More than one vehicle, boat, outboard motor or trailer may be on Ebay at any one time. The vehicle, boat, outboard motor or trailer will be listed on Ebay for the 7 day auction. At the end of that time, Ebay will contact Property Control on identification of the winning bidder and amount of the winning bid. Property Control will then notify the winning bidder through Ebay email of terms and conditions to finalize the sale.
- h. Payment and completion of the sale (sales receipt, notarized Bill of Sale, assignment of title, Odometer Disclosure, maintenance records and keys to the buyer) will take place at the Property Control office.
- i. All vehicles, boats, outboard motors or trailers are sold "**AS IS WHERE IS**".

UNIVERSITY VEHICLES TRAVELING OUT OF COUNTRY

Department must complete Title Request form.

Information needed from departments to complete Title Request form.

- a. Persons name whom title is being released too.
 - b. Destination of trip
 - c. Itinerary
 - d. Department head signature and date
 - e. Entrusted individual will sign and date at the Property Control office.
- Property Control will provide the following information to complete the form at the Property Control office.
- a. University vehicle number
 - b. University asset identification number
 - c. Vehicle identification number (VIN)
 - d. Property Control manager signature
 - e. notary

Provide Property Control with the completed Title Request form. This form must be signed by the Dean, Chair or Director in advance of arriving at Property Control.

Upon arrival at Property Control, this entrusted individual will also sign the Title Request form. Then the title will be released to the entrusted individual for the department.

When returning from out of country, it is the department's responsibility to deliver the title back to the Property Control office upon arriving on campus.