

# Loyola Marymount University Sign off to Retire an LMU Vehicle/Cart

In an effort to maintain a current database of LMU-owned vehicles and carts the following information must be completed in its entirety prior to retiring a University-owned vehicle or cart. Once completed, please forward to the Risk Management Department.

Department the Vehicle/Cart is Assigned To:

Make:  Model:  Year:

VIN:  License Plate:

Vehicle Sold?:  Sale Price:  Vehicle Donated?:

Vehicle Sold/Donated To:  Title Received?

Address:

City:  State:  ZIP:

FORWARD FINAL SALE PAPERWORK AND WAIVER TO RISK MANAGEMENT

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Department Authorized Approver

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Print Name and Title

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Lori Husein, Vice President and Controller

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Doug Moore, Assoc. VP and Risk Mgr

And as Necessary

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Tim Haworth, Director of Admin.

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Mike Lotito, Director of Plant Operations

Title Released, Spreadsheet Updated &  
File is Closed

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Veronica Hansen, Risk Mgmt. Coordinator