


SP-101 Vehicle Disposal Request Instructions

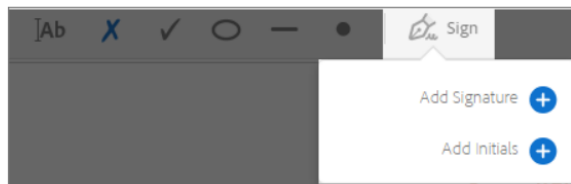
Instructions

1. Obtain/request an SP-101 number by emailing fleetcoordinatorsgroup@azdot.gov.
2. Enter the number and/or date on Vehicle Disposal Form SP-101 (top right corner) on all pages with vehicles.
3. Complete the rest of the **SP-101 Vehicle Disposal Request Form** and **Save**.
4. Send completed form to your **Asset Manager** for approval signature (**Required**). (See signature instruction below.)
5. Send/forward approved form to fleetcoordinatorsgroup@azdot.gov.
6. The requester will be contacted by an ADOT Fleet coordinator when vehicles have been approved for delivery.

How to sign or initial your form

To sign a PDF form, you can type, draw, or insert an image of your handwritten signature or initials.

- 1 Open the PDF document or form in Acrobat or Reader, and click **Fill & Sign** in the right pane.
- 2 Click the **Sign** icon  in the **Fill & Sign** toolbar, and then choose whether you want to add your signature or just initials.



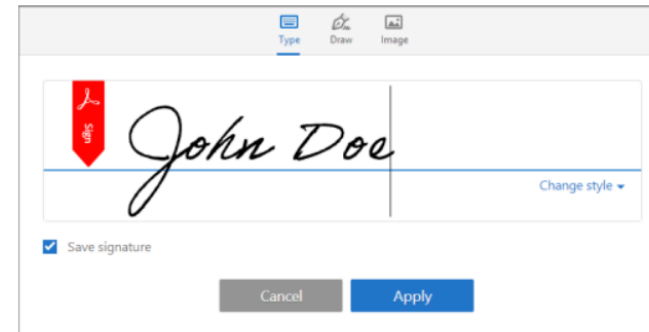
If you have already added signatures or initials, they are displayed as options to choose from.

For more signature details:

<https://helpx.adobe.com/reader/using/fill-and-sign.html>

- 3 If you've already added your signature or initials, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.

If you are signing for the first time, you see the Signature or Initials panel. Below is an example of the Signature panel.



You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use.

- **Type:** Type your name in the field. You can choose from a small selection of signature styles; click **Change Style** to view a different style.
- **Draw:** Draw your signature in the field.
- **Image:** Browse and select an image of your signature.
- **Save Signature:** When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe Document Cloud for reuse.

Click **Apply**, and then click at the place in the PDF where you want to place the signature or initial.



Equipment Services

SP-101 Vehicle Disposal Request Form

Date*

SP-101 #*

First Name* Last Name* Email* Phone* Ext Donee #

Agency* Address City Zip

Category* Year/Make/Model* Asset #* Vin #* Funding Source* Fund #*

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16

Asset Manager Name:

Signature*: _____

Date:

Category*	Year/Make/Model*	Asset #*	Vin #*	Funding Source*	Fund #*
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Asset Manager Name:

Signature*: _____

Date: