


Vehicle Disposal Request Instructions


Instructions

1. Obtain/request an Vehicle Disposal Request (VDR) number by emailing fleetcoordinatorsgroup@azdot.gov.
2. Enter the number and/or date on Vehicle Disposal Form (top right corner) on all pages with vehicles.
3. Complete the rest of the **Vehicle Disposal Request Form** and **Save**.
4. Send completed form to your **Asset and Budget Managers** for approval signatures (**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.

TO ADD SIGNATURE AND INITIALS:

1. Create your signature and initials if not already done. To do so:
 1. From the Quick action toolbar, select **Add your signature or initials** ,
 2. To add a signature, select **Add signature**. In the dialog that appears, type or draw your signature and then select **Done**.
 3. To add your initials, select **> Add initials**. In the dialog that appears, type or draw your initials and then select **Done**.

Note: You may also add an image as your signature or initials. To add an existing image, tap the image icon from the top menu. To take a new picture to be added as your signature, tap the camera icon and follow through with the workflow.

2. To add a signature:
 1. From the left panel, select your signature, move over to the field where you want to add it, and then select there to place the signature.
From the Quick actions toolbar, select **Add your signature or initials** , and then select your signature.
 2. Your signature appears in the field.
Note: Once you add a signature or initial to a form and save it, you cannot edit it again.
 3. To adjust the placement of your signature, hover over the signature till you see a plus icon, and then click and move the signature as desired.
 4. To adjust the size of your signature, hover over the blue circle at the corner and then hold and drag it as desired.



Vehicle Disposal Request Form

Version 2.3

Date*

VDR #*

Agency Auth #

* denotes a Required field

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

Asset Manager Name*:

Signature*: _____

Date*:

Budget Manager Name*:

Signature*: _____

Date*: