Application to transfer vehicle between departments

D15/85432

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Vehicle details | | | | | | | | | | |
| Vehicle registration: |  | Make/Model: | | | |  | Lease number (TCV): | |  | Date of transfer: |
|  |  |  | | | |  |  | |  |  |
| Requested by (print name): | | | | | |  | Signature: | | | |
|  | | | | | |  |  | | | |
| 2. Exiting department | | | | | | | | | | |
| Department name: | | | | | |  | Allocated to: | | | |
|  | | | | | |  |  | | | |
| Finishing odometer reading: | | | | | |  | Exiting VMB number: | | | |
|  | | | | | |  |  | | | |
| If Executive Officer – HR Services notified  Fuel Card cancelled | | | | | |  |  | | | |
| 3. New department | | | | | | | | | | |
| Department name: | | | | |  | | Garaging address: | | | |
|  | | | | |  | |  | | | |
| Cost centre: | | | | |  | |  | | | |
|  | | | | |  | |  | | | |
| New VMB number: | | |  | | | | | | | |
| Machinery of Government  If Executive Officer – HR Services notified  Fuel card ordered | | | | | | | | | | |
| Once both exiting and new department details have been completed, please return completed form to [cars@vicfleet.vic.gov.au](mailto:cars@vicfleet.vic.gov.au). | | | | or | | | | Department of Treasury and Finance 5/1 Treasury Place Melbourne Vic 3000 | | |

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| VicFleet use only |  |  |
| Notify new Fleet Manager | VicFleet Finance Accountant | VLMS garaging address update |
| Change in TRIM | VicRoads | Notify manufacturer |
| Master File – VMB Number Change (if Machinery of Government) | | |