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. | or | Department of Treasury and Finance5/1 Treasury PlaceMelbourne Vic 3000 |

|  |  |  |
| --- | --- | --- |
| 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) |