

Date: 11/10/2020

To: Business Office Managers

From: Mark Kebert

Re: Purchasing & Selling of Vehicles

When buying or selling any University vehicle, including but not limited to: cars, trucks, vans, buses, service vehicles (ex: fire trucks, ambulances), bobcats, tractors, utility vehicles (ex: gator's, rangers, golf carts, etc ...) the BMV requires that all paperwork must have Purdue's legal name and address as follows:

**The Trustees of Purdue University
2550 Northwestern Ave., Suite 1100
West Lafayette, IN 47906**

Please make sure all paperwork (Certificate of Origin, Odometer Disclosure Statement, Tax Form, & Bill of Sale) includes the correct name/address information as shown above and that it is sent to Risk Management for processing. Even if a vehicle is not plated and only driven off-road, most still must be titled through the BMV. The BMV will not allow Purdue to license, plate, and title any vehicle unless all paperwork has the correct name/address information as shown above.

The BMV will also not allow us to transfer the title of a sold vehicle that does not have the correct name/address information on the paperwork. We cannot have any variation in the name/address information, including but not limited to: Regional Campus names & addresses, Ag Farms names & addresses, other departments & locations.

If you have any questions, please contact Lisa Fortner in Risk Management at 765-494-8104, or at lyfortne@purdue.edu.

Sincerely,



Mark Kebert
Director of Domestic & Global Risk