Purchase New Vehicle Dealership submits title & Dealership sends necessary registration paperwork on paperwork for District to behalf of the District. obtain title. Title to be sent to Birdville Campus/Dept. to keep copies of documents sent by dealer ISD Transportation Department, 6025 Broadway for their file. Originals sent to Ave., Haltom City, TX 76117 Transportation Department for processing of title and tag. Transportation initially pays for Transportation to complete any fees associated, but will bill BISD signage and assign out the cost. vehicle number, if required. Transportation to contact Transportation to complete Dept. when vehicle is ready BISD signage and assign for pick-up or delivery. vehicle number, if required. Transportation to contact Transportation to send Dept. when vehicle is ready original Title to Purchasing for pick-up or delivery. for Master File.

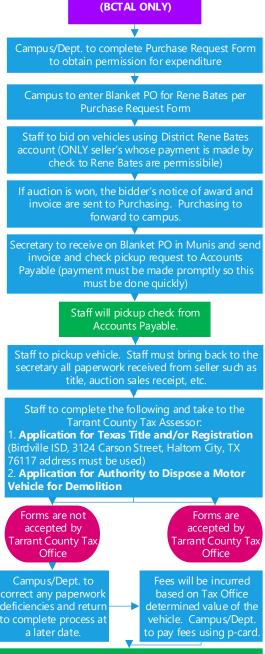
Transportation to send

original Title to Purchasing

for Master File.

Vehicle Title Workflow **Donated Vehicle** Individual wants to donate vehicle – Campus/Dept. to complete Donation Acceptance Form (located on Finance webpage) Donation is not Donation is approved. Process approved. Ends. Finance Office will send approved Donation Acceptance Form and Donor/ Vehicle Form back to Campus/Dept. to complete Donor/Vehicle Form and send back to Finance Office. Campus/Dept. accepts vehicle and completes forms below including signatures from the donor where applicable. **Original Title** 2. Application for Texas Title and/or Registration (Birdville ISD, 3124 Carson Street, Haltom City, TX 76117 address must be used) 3. Application for Authority to Dispose a Motor Vehicle for Demolition Campus/Dept. to take all completed forms to Tarrant County Tax Office, 100 E. Weatherford St. Fort Worth, TX 76102. Forms are not` Forms are accepted by accepted by Tarrant County Tax Tarrant County Tax Office Office Campus/Dept. to Fees will be incurred based on Tax Office correct any paperwork determined value of the to complete process at vehicle. Campus/Dept. a later date. to pay fees using p-card. Title should be mailed to the Purchasing Dept. at the 3124 Carson Street address where it will be maintained in the Master File. If Campus/Dept. receives title, it

must be forwarded to Purchasing Dept.



Purchase Auction Vehicle

Title should be mailed to the Purchasing Dept. at the 3124 Carson Street address where it will be maintained in the Master File. If Campus/Dept. receives title, it must be forwarded to Purchasing Dept.