**Section 5010.1120 Turning in Operable Vehicles**

a) Agencies wishing to turn in operable vehicles shall contact the Department for a turn-in location.

b) The possessing agency is responsible for getting the vehicle to the designated location. The Department will accept the vehicle at the designated location, at which time the vehicle shall become the responsibility of the Department.

c) No vehicle shall be accepted unless it is accompanied by the following items:

1) a set of keys;

2) the State credit card assigned to the vehicle;

3) a "Vehicle Acquisition & Change Report" for the vehicle, completed by the possessing agency; and

4) a "Mileage Certification Form" signed by the possessing agency head or designee.

(Source: Amended at 43 Ill. Reg. 5637, effective May 3, 2019)