# Vehicle Acquisition Form

This form is required for the vehicle purchase.

* indicates required field

## 1. Department Information

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Contact Person</th>
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<table>
<thead>
<tr>
<th>Telephone</th>
<th>E-mail Address</th>
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<table>
<thead>
<tr>
<th>Address</th>
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<table>
<thead>
<tr>
<th>Fiscal Contact</th>
<th>E-mail Address</th>
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<table>
<thead>
<tr>
<th>Telephone #</th>
<th>Fax #</th>
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## 2. Vehicle Information

**a.)** Describe general use of vehicle: ____________________________

**b.)** Vehicle will be used (check all that apply):

- [ ] off & on campus
- [ ] on campus only
- [ ] off campus only
- [ ] out of state

**c.)** Check one of the following:

- [ ] This vehicle will be used as a pool vehicle for departmental staff.
- [ ] This vehicle will primarily be used by (position name)
- [ ] Other

**d.)** When not in use, vehicle will be parked: ____________________________

<table>
<thead>
<tr>
<th>(List address)</th>
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</table>

**e.)** This vehicle is a:

- [ ] replacement
- [ ] trade in
- [ ] additional vehicle

<table>
<thead>
<tr>
<th>(List license and VIN of vehicle being replaced)</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

**f.)** Type of fuel used by vehicle: ____________________________

**g.)** Extra options ordered (Please list)  

* Yes  
* No  

<table>
<thead>
<tr>
<th>if yes, permanently attached? removable?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

**h.)** Passenger Capacity: __________________

**i.)** Type of terrain: __________________

**j.)** Body type: __________________

**k.)** Class: __________________
1.) Transmission: ______________

m.) Engine type: ______________
n.) Cylinders: ______________

*o.) Manufacturer: ______________
*p.) Model: ______________
*q.) Model year: ______________
*r.) Interior color: ______________
*s.) Exterior color: ______________

*3. Warranties (Please define all warranties purchased.)

a) ______ Bumper to bumper for: _______ years _______ miles

b) ______ Extended warranties: ________________________________
   (What does it cover)

c) ______ No warranties ( Purchased as is):

4. How long do you expect to retain vehicle?

a) Projected number of days vehicle used per year ________ Days

b) Planned number of years of use ________ Years ________ Depreciation Years

c) Projected annual mileage ________ Miles

d) Lease ________ Estimated Resale Value

5. Method of Payment Part 1 (Please choose one.)

a) ______ Purchased
   i.) ________ Bid
       i.) ________________ Purchased Direct (Under $25,000)
       ______________ State Contract
       ______________ Other

   ii.) ________________ Vendor's Name
        ______________ Address
        ______________
        ______________ Phone

   iii.) ________________ Financed
        ______________ Cash

b) ______ Received as Donation
   i.) ________________ Vendor’s Name

   d) ______ Research Grant

e) ______ Foundation Grant

   i.) __________________________ Vendor’s Name
       __________________________ Address
       __________________________
       __________________________ Phone

   ii.) __________________________ Leaseholder’s Name
       __________________________ Address
       __________________________
       __________________________ Phone

   iii.) __________________________ Vendor’s Name


a) _______ Purchase Price of Vehicle

b) _______ Finance/Lease Fees

c) _______ Total Cost

6. Chartfield for Acquisition Costs

<table>
<thead>
<tr>
<th>Organization</th>
<th>Fund</th>
<th>Account</th>
<th>Program</th>
<th>Project</th>
<th>User Defined</th>
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Chartfield for Operational Costs (i.e. fuel, repairs) REQUIRED:

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7. Service Questions

a) Do you have decals or University logos for front doors of the vehicle?  
   Yes ☐  No ☐
   * if yes, please forward vehicles to Transportation & Parking Services for decal application.

b) Do you need additional keys?  
   Yes ☐  How Many?  No ☐
   * Would you like Transportation & Parking Services to retain a spare set of keys?  
   Yes ☐  No ☐

---

Vice President/Dean  
Date

Director of Transportation & Parking Services  
Date