NJ State Vehicle Fee Instructions

1. Complete the Vehicle Purchase form
2. Complete a Check Request
   - State of New Jersey is requiring Rutgers University to pay a $60.00 Title fee for every new vehicle purchase.
   - If multiple vehicles are purchased, the State requires individual $60.00 checks.
   - The department requesting the vehicle will be responsible for this fee.

3. At time of approved Vehicle Request application and approved requisition, the Department must create a check request with below details:

   Checks made payable to:
   - New Jersey Motor Vehicle Commission (NJDMV P# is p9987929). Choose this address “Primary Fulfilment” PO Box 177 Trenton, NJ 08666
   - Department must attach the signed Vehicle Request form as backup
   - Department must include the requisition number in the “Invoice #/Payment identifier” field on the Check Request.
   - Department will put in the Supporting Information/Justification section to return check to Dennis Fountain, 33 KB, Procurement Services, Piscataway

Accounts Payable will hand deliver to Dennis Fountain who will coordinate the rest of the process.