

## Vehicle Purchase Form

**Directions:** This form must be completed by the Department and emailed to [vehicle.buyer@finance.rutgers.edu](mailto:vehicle.buyer@finance.rutgers.edu). If you are requesting to purchase a non-compliant vehicle, please provide a justification in the "Additional Information" under Section 2.

**NOTE:** The form needs to be signed by the Business Office/Budget Approval and VP/Dean before submitting to University Procurement.

<b>Check One:</b>	<input type="checkbox"/> New Vehicle Purchase <input type="checkbox"/> Addition to Fleet	<input type="checkbox"/> New Vehicle Lease <input type="checkbox"/> Vehicle Replacement	<input type="checkbox"/> Used Vehicle
<b>Section 1: Department Information</b>			
Department Name		Account #	
Department Address <i>(REQUIRED)</i>		Fund Source <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Federal <input type="checkbox"/> Grant <input type="checkbox"/> Bond <input type="checkbox"/> Stimulus <input type="checkbox"/> Other:	
City, State & Zip Code			
Requestor Name		Email	Phone
Provide primary purpose of vehicle and transaction details, including what will be done with the current vehicle (trade-in, etc.), if this vehicle is a replacement. If the department is adding to the fleet, a letter detailing the reasons why they are adding to the fleet is to be attached to the request form.			
<b>Section 2: Vehicle Description</b>			
Make	Model	Qty	Estimated Amount of Purchase
Does this purchase meet the DOE Alternative Fuel Program?    Yes    No If not, please explain reason. Attach additional sheets if needed.			

**Business Office/Budget Approval**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name: Margaret Quinn

Title: Assistant Vice President and Chief Procurement Officer

**Department Dean/Director/Vice President**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: J. Michael Gower

Title: Executive Vice President and Chief Financial Officer, University Treasurer

**Comments by University Procurement Services:**

Does this vehicle require E-ZPass?	Yes	No
Does this vehicle require a Fuel PCard?	Yes	No

**NOTE:** Goods Request Form for vehicle purchase and Check Request for MVC registration will be required prior to delivery.

**Comments by Executive VP and Chief Financial Officer, University Treasurer**