

Vehicle Purchase Form

Directions: This form must be completed by the Department and emailed to 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.

Check One:	<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
Section 1: Department Information			
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.			
Section 2: Vehicle Description			
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: Chief Financial Officer and
University Treasurer

Comments by University Procurement Services:

For information regarding On-campus Fuel Key, please contact James Kocha at james.kocha@rutgers.edu.
 For information regarding Gas PCard, please contact Expense Management at cardservices@finance.rutgers.edu.

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