3.18 Instructions for completing a Vehicle Acquisition Request

Sample

This form must be completed for each vehicle requisitioned.

1. **Date:** Enter current date.
2. **Dept.:** Enter name of requisitioning department.
3. **From:** Enter name of person responsible for funding.
4. **Signature:** Person responsible for funding.
5. **Description of vehicle:** Describe accurately and completely the vehicle make, model and year.
6. **Source of Funding:** Enter the URI account number(s) the purchase is to be charged to.
7. **Justification for Acquisition:** Justify in detail the reason for your purchase.
8. **Justification for Variance from Standard Specifications:** If applicable, describe in detail the unique specifications required for your purchase and the reason(s) the standard specifications are not acceptable.
9. **Registration:** If applicable, enter the state registration (plate) number of the vehicle being traded in.
10. **VIN#:** If applicable, enter the vehicle identification number for the vehicle being traded in.
11. **URI Tag #:** If applicable, enter the URI Tag number of the vehicle being traded in.
12. **Year/Make/Model:** If applicable, enter the year, make and model of the vehicle being traded in.
13. **Mileage:** If applicable, enter the current mileage of the vehicle being traded in.
14. **The Principal Driver(s) of this vehicle will be:** Identify the principal driver(s) of the requisitioned vehicle.
15. **Routing and Action:** Obtain the appropriate routing approvals.

(Rev. 1/01)
This form must be used for the trade in of vehicle(s).

1. **Department**: Enter University of Rhode Island.
2. **Division**: Enter the department name.
3. **Purchase Requisition Number**: For URI Purchasing use only.
4. **Date**: Enter the current date.
5. **Contact Person**: Enter name of person responsible for funding of new vehicle purchase.
6. **Phone #**: Enter the phone number of the above contact person.
7. **Make, Year/Model, VIN, Mileage, State Vehicle Number and State Plate Number**: List the above information as stated for each vehicle being traded in.