3.18 Instructions for completing a Vehicle Acquisition Request
Sample

This form must be completed for each vehicle requisitioned.

1. <u>Date:</u> Enter current date.

2. <u>Dept.:</u> Enter name of requisitioning department.

3. <u>From:</u> Enter name of person responsible for funding.

4. <u>Signature:</u> Person responsible for funding.

5. <u>Description of vehicle:</u> Describe accurately and completely the vehicle make, model and year.

6. <u>Source of Funding:</u> Enter the URI account number(s) the purchase is to be charged to.

7. <u>Justification for Acquisition:</u> Justify in detail the reason for your purchase.

8. <u>Justification for Variance from Standard Specifications:</u> If applicable, describe in detail the unique specifications required for your purchase and the reason(s) the standard specifications are not acceptable.

9. <u>Registration:</u> If applicable, enter the state registration (plate) number of the vehicle being traded in.

10. <u>VIN#:</u> If applicable, enter the vehicle identification number for the vehicle being traded in.

11. <u>URI Tag #:</u> If applicable, enter the URI Tag number of the vehicle being traded in.

12. <u>Year/Make/Model:</u> If applicable, enter the year, make and model of the vehicle being traded in.

13. <u>Mileage:</u> If applicable, enter the current mileage of the vehicle being traded in.

14. <u>The Principal Driver(s) of this vehicle will be:</u> Identify the principal driver(s) of the requisitioned vehicle.

15. <u>Routing and Action:</u> Obtain the appropriate routing approvals.

3.20 Instructions for completing a Trade Ins Form (Forms SFO-100)
Sample

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.