FSU | FACILITIES

Fleet Management
Mendenhall A, Suite 102H
969 Learning Way Tallahassee, FL 32306
850-644-5745/850-644-7638
fac_fvmp@lists.fsu.edu

Vehicle Acquisition Form

Facilities is the only department authorized to have direct contact with the Department of Motor Vehicles (DMV). All vehicles should be acquired through FSU Procurement Services and should be appropriately maintained to ensure the maximum service life of the vehicle.

This completed form along with the following should be delivered in person to Fleet Management at the address above.

1. The original Manufacture Certificate of Origin (MCO) or, for a used vehicle acquisition, the vehicle Title
2. A copy of the Purchase Order (PO)
3. Odometer Disclosure Statement (Original)
4. The original DMV Form 82020 - Application of Title (usually provided by the dealer)
5. Any other paperwork received from the dealer.

A representative from Fleet Management will go to the DMV to register and obtain the title to your new vehicle and will contact you when the vehicle license plate and paperwork are ready for pickup. Fleet Management will not mail license plates.

Fleet Management will affix the new license plate to the vehicle and place a copy of the registration and title in the glove box. All vehicles are required by Florida law to provide these documents if stopped by a law enforcement officer.

Department Contact Information

Date: _____ Contact: _____ Phone: _____

Dept ID: _____ Department Name: _____ Mail Code: _____

Vehicle Information

Make: _____ Model: _____ Year: _____ Color: _____ Fuel Type: _____ Mileage: _____

Describe general use of vehicle: _____

Vehicle will be used (check all that apply): ☐ Off & On Campus ☐ On Campus Only ☐ Off Campus Only ☐ Out of State

This vehicle is a: ☐ Replacement * (list FSU Tag # and VIN of vehicle being replaced) _____

☐ Trade-in * (list FSU Tag # and VIN of vehicle being replaced) _____

☐ Additional Vehicle

**A Capital Property Accountability Release Form for Trade-In must be submitted to remove traded asset from inventory.*

Acquisition Information

Vehicle Acquisition Info - PO: _____ Dept ID: _____ Fund: _____ Project: _____

DMV Payment Chartfields -Dept ID: _____ Fund: _____ Project: _____

Vehicle Inventory Chartfields (if different from PO) - Dept ID: _____ Fund: _____ Project: _____

Property Custodian E-mail: _____ Building #: _____ Room #: _____

(As seen on Door-Tag)

By signing this document I certify that the information above is complete and accurate, to the best of my knowledge.

_____

Property Manager's Signature