

Vehicle Acquisition Request Form

Infrastructure Properties and Planning

Vehicle(s) Requested

Number of Vehicles

Year

Make

Model

Estimated **Maximum** Acquisition Cost

Source of Estimate

Vehicle Need

Business Purpose

Preferred Delivery Date

Accounting

Account Number for Transaction

Planned Replacement?

Vehicle Numbers to be Replaced

Unplanned Replacement? (explain)

Asset Depreciation Life (enter number of yrs)

APPROVALS (sign and date)

Unit Director

Finance Manager (funds available?)

Senior Finance Officer, IPP

VP, Infrastructure Properties & Planning

Within the division an approval process has been developed for vehicle purchases. The attached Vehicle Acquisition Request Form was developed to help guide IPP staff through this process.

A vehicle is defined as having all of the following:

- Wheels
- An engine
- Requires NYS Registration
- Can be driven on the road

If your vehicle does not fit the description above you are not required to complete this procedure.

The key components of the new procedure are:

- Describing the purchase request
- Business Purpose of the vehicle acquisition must be described
- Maximum Vehicle Costs (*estimated*) must be provided – please note, if the actual costs are more than this estimate you will need to start the process again.
- Funding availability must be attested to (by Finance Manager)
- Unplanned Replacements and new acquisitions must be explained
- Consult with Finance Manager for the number of years asset is to be depreciated over
- Approvals are required from (*and in this order*):
 - Unit Director
 - Finance Manager
 - Senior Finance Officer
 - VP IPP

Please contact your unit's finance team with questions.