



## Vehicle Acquisition Form

Accounting & Property Services (APS) 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 APS 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. The original DMV Form 82020 - Application of Title (usually provided by the dealer)
4. Any other paperwork received from the dealer.

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

Affix the new license plate to the vehicle and then put the registration and other paperwork provided by APS in the glove box of the vehicle. All vehicles are required by Florida law to provide these documents if stopped by a law enforcement officer.

Department Contact Information					
Date:	<input style="width: 95%;" type="text"/>	Contact:	<input style="width: 95%;" type="text"/>	Phone:	<input style="width: 95%;" type="text"/>
Dept ID:	<input style="width: 80%;" type="text"/>	Department Name:	<input style="width: 95%;" type="text"/>		Mail Code:
Vehicle Information					
Make:	<input style="width: 80%;" type="text"/>	Model:	<input style="width: 80%;" type="text"/>	Year:	<input style="width: 80%;" type="text"/>
		Color:	<input style="width: 80%;" type="text"/>	Fuel Type:	<input style="width: 80%;" type="text"/>
				Mileage:	<input style="width: 80%;" type="text"/>
Describe general use of vehicle: <input style="width: 95%;" type="text"/>					
Vehicle will be used (check all that apply): <input type="checkbox"/> Off & On Campus <input type="checkbox"/> On Campus Only <input type="checkbox"/> Off Campus Only <input type="checkbox"/> Out of State					
This vehicle is a: <input type="checkbox"/> Replacement * (list FSU Tag # and VIN of vehicle being replaced) <input style="width: 80%;" type="text"/>					
<input type="checkbox"/> Trade-in * (list FSU Tag # and VIN of vehicle being replaced) <input style="width: 80%;" type="text"/>					
<input type="checkbox"/> Additional Vehicle					
<small>* An Accountability Release Form must be submitted with this form for this acquisition type.</small>					
Acquisition Information					
Vehicle Acquisition Info - PO: <input style="width: 80%;" type="text"/> Dept ID: <input style="width: 80%;" type="text"/> Fund: <input style="width: 80%;" type="text"/> Project: <input style="width: 80%;" type="text"/>					
DMV Payment Chartfields - Dept ID: <input style="width: 80%;" type="text"/> Fund: <input style="width: 80%;" type="text"/> Project: <input style="width: 80%;" type="text"/>					
Vehicle Inventory Chartfields (if different from PO) - Dept ID: <input style="width: 80%;" type="text"/> Fund: <input style="width: 80%;" type="text"/> Project: <input style="width: 80%;" type="text"/>					
Property Custodian E-mail: <input style="width: 95%;" type="text"/>				Building:	Room:
By signing this document I certify that the information above is complete and accurate, to the best of my knowledge.					

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Property Manager's Signature