



### Vehicle Acquisition Form

The Controller's Office 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 the Controller's Office 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 the Controller's Office 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. The Controller's Office will not mail license plates.

Affix the new license plate to the vehicle and then put the registration and other paperwork provided by the Controller's Office 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:  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](#) must be submitted with this form for this acquisition type.

#### 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