

Vehicle Acquisition Form

Department Information

Department Name

Department Number

Contact Person

Contact Email Address

Contact Phone

Contact Mailing Address

Fiscal Contact

Fiscal Email Address

Fiscal Telephone

Fiscal Mailing Address

Vehicle Information

General Use of Vehicle (Select all that apply):

Delivery

☐

Travel

☐

Public Safety

☐

Passenger Transport

☐

University Outreach

☐

Security

☐

Maintenance

☐

Break Vehicle

☐

Take Home

☐

Pool Vehicle

☐

Law Enforcement

☐

When not in use, vehicle will be parked:

This vehicle is a:

Replacement

☐

(List license and VIN of vehicle being replaced)

Trade In

☐

(List license and VIN of vehicle being replaced)

Additional

☐

Is this an alternative fuel vehicle?

Yes

☐

(Please define)

No

☐

Passenger Capacity

Vehicle Class

Please Select



Transmission

Manual



Engine Type

Gasoline



Engine Cylinders

Manufacturer

Model

Model Year

Exterior Color

Estimated fuel economy (MPG)

Warranties (Please define any purchased extended warranties)

Years	Miles	What does it cover?

Complete If Vehicle Will Be Used For Non University Business (including vehicles authorized for take home use)

Operator Name

Operator OSUID Number

Is there a special license required to operate this vehicle?

No ☐

Yes ☐

(If yes, please explain)

How long do you expect to retain the vehicle?

Projected number of days vehicle used per year	<input type="text"/>
Planned number of years in service	<input type="text"/>
Projected annual miles	<input type="text"/>
Estimated resale value	<input type="text"/>

Method of Acquisition

Purchased ☐

Leased ☐

Grant ☐

US Government ☐

Vendor Name

Address

Phone

Acquisition Cost

Cost	\$0.00
Fees	\$0.00
Total Cost	\$0.00

Chartfield for Operational Costs

ORG	<input type="text"/>	Project	<input type="text"/>
Fund	<input type="text"/>	Program	<input type="text"/>
Account	<input type="text"/>	User Defined	<input type="text"/>

Service Questions

Do you have University logos for the vehicle? Yes ☐

If no, and an exception has not been approved, T&P will affix a standard OSU decal to each front door.

How many sets of keys do you require?

Do you want T&P to retain a spare key? Yes ☐

Do you need an offsite commercial fuel credit card for this vehicle? Yes ☐

(If yes, then this form will be used in lieu of the "Voyager Application Form")

Vehicle Acquisition Cost Comparison Worksheet

General Use Information

Projected number of days vehicle will be used annually	0
Projected annual miles	0
Planned number of years vehicle will be in use	0
Projected lifetime mileage	0
Projected lifetime days of use	0

Acquisition Costs

Acquisition price of vehicle	\$0
Fees on acquisition	\$0
Estimated annual maintenance cost	\$500
Estimated lifetime maintenance cost	\$0
Estimated annual fuel costs	#DIV/0!
Total operational and purchase lifetime cost	#DIV/0!
Less trade in value	\$0
Adjusted operational and purchase lifetime cost	#DIV/0!

Cost Comparison

Acquisition and operational cost	#DIV/0!
Daily rental fees	\$0
Reimbursement for personal miles	\$0

The least costly option is the preferred means of acquisition of a state vehicle. If a more expensive means is requested, please provide an explanation below.

Initiated By and Date:

Signature of Department Director/Chair or Designee and Date:

Signature of Vice President/Dean or Designee and Date:

Signature of T&P Services Approval and Date:

Completed forms should be faxed to 614-688-4064 or emailed to tp-fleetinfo@busfin.osu.edu