

Vehicle Acquisition Request

(required for vehicle acquisition by purchase, transfer or donation)
(attach a completed Vehicle Assignment Authorization form)



NMSU Transportation and Parking
MSC 3PAR, Box 30001
Las Cruces, NM
88003-8001
Phone: 575-646-7111
Fax: 575-646-1756

It is the intent of NMSU to own and operate the fewest number of motor vehicles as possible to achieve the mission of the University without creating a hardship for any college, NMSU entity or process. In accordance with Section 9.33 of the NMSU Policy Manual, NMSU Departments have been authorized a specific number of vehicles. Acquisition of a vehicle in excess of the authorized number of vehicles within the NMSU Department will not be approved.

NMSU Departments seeking to acquire a vehicle or vehicles must submit a Vehicle Acquisition Request form signed by the College Dean or Vice President responsible for that department and a completed Vehicle Assignment Authorization form to Transportation and Parking Services (TPS) for each proposed vehicle to be acquired by purchase from a vendor, interdepartmental transfer or donation by a person or entity outside of NMSU.

Justification for vehicle acquisition (should include the reason for acquisition and the purpose for which this vehicle will be used)

Type of vehicle required _____
Geographical area where it will be placed into service _____
Physical address where will the vehicle be located _____
(Street, City, State, ZIP)

Method of acquisition (choose one) Purchase Requisition Other
 Interdepartmental Transfer
 Donation

Vehicle that will be replaced by this vehicle acquisition

License Plate _____ NMSU Tag _____ Make/Model _____ Year _____
Vehicle Identification Number (VIN) _____ Date of planned disposal _____ Method of disposal (surplus, sale, etc.) _____

Name and contact information for individual who will serve as contact for annual reporting and be responsible for maintenance records for the acquired vehicle and for disposition of the vehicle being replaced.

(Name) _____ (email address) _____ (phone number) _____

(Mailing address)

Approval Signature of College Dean or Vice President _____ Date _____

Approval Signature of Director Transportation and Parking _____ Date _____

Copy sent to: _____ Central Property, _____ Procurement
Date/Initials _____ Date/Initials _____

The original **Vehicle Acquisition Request** with the original signatures of the College Dean or Vice President and the Director of Transportation and Parking is valid for the acquisition of one vehicle as described above within **60 days** from the last signature date.

Send Completed Form to Transportation and Parking Services, MSC 3PAR

Print Form