Rowdy Exchange

Vehicle Acquisition Request Form

Today's Date: [   ]

Purchasing Department

Purpose: To assist in the procurement of a vehicle, whether purchased or leased.

Department Information

Requesting Department:

[   ]

Estimated Budget
(Purchase price or monthly payment):

[   ]

Contact Information (Primary contact for request)

Name: [   ]

Title: [   ]

Email: [   ]

Questions for End User so Fleet Manager can help with initial specifications.

- Will a current vehicle be surplused for the new one? ☐ Yes ☐ No
- What type of vehicle are you looking to purchase? [   ]
- Will it be used as an emergency or first responder vehicle? ☐ Yes ☐ No
  - Disclaimer - Alternate fuel requirement for non-emergency vehicles. HOP 8.09
- Is there a specification sheet on the type of vehicle desired? ☐ Yes ☐ No
- If a personnel van, is it a 12-person van or greater? ☐ Yes ☐ No
- Does the vehicle require a CDL to drive? ☐ Yes ☐ No
- Have you worked with a dealership yet? ☐ Yes ☐ No

Fleet Manager to Fill Out:

Make/Model
List make and model of requested vehicle(s). Also include trim and color. You may also list acceptable alternatives

[   ]

Features

Describe "must have" vehicle features (some examples may include. Towing, GPS, special safety equipment, gas/diesel, window tint level, wifi needs, wheels, etc.)

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Reason for Non approval (if applicable)

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Approvals

Please ensure the following have signed the document before sending to Purchasing.

AVP, Vice - Provost or Dean level	Fleet Manager (Edwin Coward)

When you have completed this form, please submit to Purchasing@utsa.edu and this form will be routed to the appropriate Procurement Specialist.

Please note - Purchasing will use this information to source purchase and/or lease options for your consideration and will conduct a meeting to discuss the path forward. Your dept/BSC will then submit a Purchase requisition with all documentation. Purchasing will then obtain an executed quote, process the requisition and send the BSC the PO with documents to send to the vendor.

Post execution of contract or PO – Inform Fleet Manager so they can complete **New Vehicle Check List**