



Vehicle Acquisition

ROUTING
TPS, MSC 3PAR
transport@nmsu.edu
Phone 646-1839
Fax 646-7814

Required prior to vehicle acquisition by purchase, transfer or donation.

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.

One Vehicle Acquisition Request form must be signed by the College Dean or Vice President responsible for the department for each proposed vehicle to be acquired by purchase from a vendor, interdepartmental transfer or donation. Send completed form to Transportation and Parking Services, MSC 3PAR. Once Transportation and Parking Services has approved your request, attach the completed/approved form to your AggieMart requisition or forward to Procurement Services by email to purchasing@nmsu.edu (Banner Req # in Subject of email) and simultaneously submit a banner requisition. Procurement Code and Business Procedure Manual rules apply to the procurement (Transportation and Parking Services approval does not wave procurement procedures).

SECTION 1: REQUESTOR INFORMATION

Name and contact information for individual responsible for annual reporting and maintenance records for the acquired vehicle and for disposition of the vehicle being replaced.

Printed Name: _____ E-mail Address: _____ Phone: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____

SECTION 2: REQUEST DETAILS

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 the vehicle will be located: _____
Street, City, State, ZIP

Method of acquisition (choose one): Purchase Requisition
 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.)	

SECTION 3: OFFICIAL APPROVAL (required of all requests)

College Dean/Vice President (Print Name): _____ Signature: _____ Date: _____

Director Transportation & Parking (Print Name): _____ Signature: _____ Date: _____

Copy send to (Date/Initials): _____ Central Property, (Date/Initials): _____ Procurement

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.

Reset