

Vehicle/Mobile Equipment Acquisition Request Form

*Requests \$10,000 and greater**

**Any equipment with a motor/engine, or which requires registration/licensing with DMV, regardless of value, must be reviewed and signed by UC ANR's equipment asset representative, currently the Chief Procurement Officer.*

Capital equipment: Free standing equipment that becomes part of inventory and has a useful life greater than one year.

Capital asset: capital equipment of value greater than or equal to \$5000.

Note - Purchased vehicles qualify as capital assets. However, leased vehicles do not require reporting as capital assets nor do they require asset tags.

This form is to be used for all equipment acquisition requests that are greater than \$10,000, including tax, shipping, and license fees. This form is limited to one asset type, plus all attachments and accessories related to acquisition.

All vehicles, including on-road or off-road motorized vehicles, or trailers, must be requested using this form, regardless of the value. Acquisition of vehicles must comply with UC Policy BFB-BUS-8: Acquisition and Disposition of University Vehicles (<https://policy.ucop.edu/doc/3220475/BFB-BUS-8>) and with UC Sustainable Practices Policy (<https://policy.ucop.edu/doc/3100155/SustainablePractices>) or other state and federal fleet acquisition requirements. To meet these sustainability requirements, zero-emission vehicles, plug-in hybrid, or other dedicated clean fueled vehicles will be preferred whenever possible.

Attachments and accessories with a cost of \$10,000 or more, that are being acquired to use with existing equipment are considered capital equipment, and this form should also be used for these types of requests.

Equipment Description:

Fully describe the equipment, including specific year, make and model.

Quotes for vehicles should utilize the state negotiated contracts. Any quote not utilizing the state contract(s) should be discussed with Chief Procurement Officer for an exception prior to this document being submitted.

Please include a quote, if available. **Estimated Total Cost should be inclusive of tax, license, delivery, installation, vehicle wrap, and shipping fees.**

Quantity	
Year	
Make	
Model	
Description	

Asset Location <i>Physical address for registration</i>	
Custodial Code	
GVWR	
Engine Type	
EPA Emission Standards	
Has dealer added cost to file DMV paperwork?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Justification:

Please provide reasonable details for resource management purposes. Specifically, how this equipment improves efficiency, improves safety, or is replacement of equipment that is beyond useful-life or cost prohibitive to repair.

Describe who will use this equipment (employee classifications, volunteers, etc.) and where it will be used.

--

Source of Funds:

Describe the source of the funding for the acquisition. All grant-related requests must include the grant account and end date. If a grant, describe the disposition of the equipment at the end of the grant.

Note: if using an award for the vehicle purchase, then purchase of vehicle must be written into the award prior to making this request.

GL/PPM	Entity	Fund	Financial Dept.	Purpose	Program	Project	Activity	Task	%	Total Amount

--	--	--	--	--	--	--	--	--	--	--

Request Process:

The request process is expected to take 3 business days, with the goal of replying timelier when possible. If this request is for an urgent need, please describe the purpose below. [Visit the UC ANR Procurement website here](#) for more information.

Expedite Request:

Only if applicable: Please describe why this request is urgent below, for example, equipment in use for harvest broke and is beyond repair and a replacement is needed as soon as possible to fulfill promises made to researcher.

--

County Director/Area Director/Rec Director/Director

Date:

Submission Request:

Workflow: County Director/Area Director/Rec Director/ Director > Risk and Safety Services > Chief Procurement Officer > Business Partner > County Director/Area Director/Rec Director/ Director > RPM, if necessary. Please sign and forward to next signature review, copying requesting County/REC/Dept Business Officer.

Comments/ Approvals:

Chief Procurement Officer Comments:

Chief Procurement Officer

County Director/Area Director/Rec Director/Director Comments:

County Director/Area Director/Rec Director/Director

Business Partner (Fiscal Officer)/Business Manager Comments:

Business Partner (Fiscal Officer)/Business Manager

Review required on asset purchases \$50,000 and greater.

Executive Director, Resource Planning and Management Comments:

Executive Director, Resource Planning and Management