

The OSU and the A&M Systems Vehicle Acquisition/Requisition Form

This form should be completed and submitted with a requisition for purchases of new or used vehicles.

This form is unintended for use for buses, semi/tractor trailers, ATV/Golf carts and any purchase other than vehicles.

1. Vehicle: Quantity: _____ Year: _____ Make: _____ Model: _____ Est. Annual Mileage: _____

2. Name of Vehicle Supplier: _____

3. List and justify any options selected over the standard equipment; attach additional pages, if necessary:

4. Description of intended purpose of Vehicle (if "est. annual mileage" is less than 12k per year, please justify):

5.A. Is the intended vehicle class to be purchased as a compact sedan? Yes No – please justify

B. Is the intended vehicle to be purchased as a CNG? Yes No – please justify

C: If no to 5B is the intended vehicle to be an alternate fuel? Yes No – please justify
Alternate Fuel example: E-85, LPG? Note: Gas-Electric hybrids do not apply

6. Expansion to Fleet: (Please justify)

7. List any vehicles you are replacing:

Attach extra pages as necessary:

	Year	Make	Model	VIN	Mileage
Vehicle 1					
Vehicle 2					
Vehicle 3					

8. Has the purpose of the vehicle changes since the last replacement? Yes No

9. For vehicles less than 2 years old or with less than 60,000 miles, state estimated cost of repair: _____