

## TO PURCHASE A VEHICLE

### For non-state contract vehicle purchases:

Enter a Requisition in Financials (PeopleSoft). If going out to bid, provide specifications/requirements. If buying used, provide a quote from the seller and a sole source justification memo. Include the VIN (vehicle ID number) in the item description. I also need the information below.

### For state contract vehicle purchases:

Enter a Requisition in Financials (PeopleSoft). Provide Item # from State Contract 070A: (<http://www.pandc.nc.gov/070A.pdf>) as part of Item Description. If requesting options that increase the price of the vehicle, we need a dated quote from the dealership, and we need each option (that we're getting charged for) to be on a separate line on the requisition.

### Send the Purchasing Department the following information for all vehicle purchases:

Alternative Fuel Engine (E85) or Standard Engine-type? \_\_\_\_\_

Exterior Color: \_\_\_\_\_

Interior Color: \_\_\_\_\_

Title to: NCSU/ Dept. Name \_\_\_\_\_

Who will pick up/receive vehicle: Name \_\_\_\_\_

Phone \_\_\_\_\_

Who should recall notices go to: Name \_\_\_\_\_

Department \_\_\_\_\_

Campus Box \_\_\_\_\_

Email Address \_\_\_\_\_

\*\*\*Please read the instructions below on how to obtain the title, tags, insurance, permit, and fuel key for a new vehicle\*\*\*

## **New State Vehicles – How to Obtain Title, Tags, Insurance, Parking Permit, Fuel Key**

1. The dealership delivers the vehicle, the title application (MVR-1), the Odometer Disclosure, the Damage Disclosure, and the original invoice (sometimes called Sales Order/Buyer's Order) that lists the purchase price.
2. The title application has to be notarized – departments have authority to sign these. If a notary is not available, these can be notarized at DMV, but there is a (cash only) charge of approximately \$5.00.

Agencies are cautioned NOT to sign any forms presented or mailed to user by contractor or manufacturer, except in cases where a particular form may be specifically authorized elsewhere in the state term contract. Examples of forms which should not be signed are those which involve assignment of motor vehicle sales proceeds accounts, or assignment, forfeiture, or alteration of any other contractual provisions or rights. The only forms which the user should sign when purchasing a vehicle are DMV Form MVR-1 Title Application, MVR-180 Odometer Mileage Statement, and a copy of the Buyer's Order/Invoice to acknowledge receipt of the vehicle. However, if the vehicle differs in features/specifications, do not accept the vehicle. Contact the Buyer (Purchasing Agent) shown on the PO.

3. **Vehicles must be added online into the eRIMS2 motor vehicle insurance program for insurance coverage to begin.** For instructions, call Insurance & Risk Management at 515-6135 or 515-6124.
4. Mail or take vehicle invoice to Accounts Payable for payment. Campus Box 7204, Attn: PO Processing Unit.
5. After AP has processed payment for the vehicle: To use P-Card to pay for taxes and tags, Go to 8. If no P-Card, go to 6.
6. If no P-Card is available, a copy of the invoice with the purchase price should be given to the departmental bookkeeper/business center. They will initiate a small purchase to DMV (use Vendor ID #0000015510) for 3% of the purchase price for highway use tax, plus \$6.00 (fee may change) per vehicle for tags. Note: The maximum highway use tax for commercial vehicles (vehicles with a weight greater than 26,000 pounds) is \$1,000.00. All other vehicles are charged 3% with no ceiling.
7. The copy of the invoice with the small purchase voucher number should be scanned to Accounts Payable for processing, with the payment handling code marked 'PU'. Use account code 53616, category ID 99918, and the VIN number as the invoice number. Complete the Payment Request Memo at: <https://controller.ofa.ncsu.edu/files/2016/03/Payment-Request-Memo-Vehicle-Tags-Final.pdf>, using vehicle ID (VIN) as invoice number, today's date as invoice date, and indicating the amount for tags, and the amount for highway taxes. Accounts Payable will prepare a check.
8. The department must provide the following documents to DMV for tags and registration:
  1. MVR-1: Title Application (notarized)
  2. Odometer Disclosure Form (signed)
  3. Copy of the purchase invoice
  4. MVR-615: Eligible Risk Statement (select box 6 for state-owned assets)  
(Download from <https://www.ncdot.gov/dmv/forms/default.html?s=VRF>)
  5. Payment (Check or PCard)

### **Notes:**

- DMV does not require a copy of the Damage Disclosure Statement
  - It is a good idea to verbally note this is a "State-Owned Vehicle" that requires a Yellow & Black tag.
  - Temporary tags & Registration will be issued at the counter. Permanent tags & Registration will be mailed
9. DMV will mail titles and plates for most departments to Insurance & Risk Management, who holds all vehicle titles for safe-keeping while the vehicle is owned by the University. Departments will be notified when plates can be picked up. DMV will mail Facilities plates and titles to Fleet Services.

10. Once the tag number is known, **the department should enter the tag number on eRIMS2 motor vehicle insurance program.**

**IMPORTANT RISK MANAGEMENT REMINDER – While all motor vehicles are required to be insured for liability, for new vehicles, departments should consider and opt to cover the newly acquired vehicle for PHYSICAL DAMAGE COVERAGE to protect the investment in the asset itself.**

11. The Transportation Department requires the department to go online and submit an application for a parking permit. The application asks for the departmental account numbers. The website is:  
<http://www2.acs.ncsu.edu/trans/parking/departmental.html>.
12. Request and fill out a form for a fuel key from Motorpool, Main Line: (919) 513-7665. Include a copy of the vehicle title or registration with your request.

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