



# Vehicle Acquisition Request (VAR)

VANDERBILT  
UNIVERSITY

This form is to be completed and routed for approval before submitting a Non-catalog Order by Quantity (Lease) purchase requisition. A separate form is required for each vehicle being acquired.

## I. Requestor Information

1. Name:

2. Email Address:

3. Phone:

4. Department

5. Street Address:

## II. Current Vehicle Information

(THIS SECTION ONLY IF A VEHICLE IS BEING REPLACED)

6. Year, Make, Model of vehicle being replaced:

7. Current Odometer Reading:

8. License:

9. VIN:

10. VU Number

11. Current vehicle location (Building & Address where vehicle is normally parked):

## III. New Vehicle Information

12. Vehicle type: Choose one

13. Enterprise Quote Number

14. Business purpose and justification (use/role/mission):

15. List any custom equipment, markings or modifications that need to be added to this vehicle to accomplish the mission of your department. Attach all quotations and include the cost in the Financial Information section on page 2.

#### IV. Financial Information

##### 16. Lease Information

Lease Term (35 months)

Monthly Lease Payment

Total Lease Payments

Monthly Maintenance Program

Total Maintenance Program

Total Monthly Lease including  
Maintenance

Custom equipment, markings,  
modifications

17. Telematics (optional wireless GPS vehicle diagnostic and  
usage monitoring service)

Telematics Services Required ?  
(check box)

☐ Check if yes

Telematics Device (\$xx per vehicle)

Telematics Service (\$xx per month)

Total Telematics Service for term

#### IV. Accounting Information

18.COA

#### V. Authorized Signatures

Business Officer title:

Signature:

Date

Print Name:

Dean/Director/Department Head title

Signature:

Date

Print Name:

Vice Chancellor or designate title:

Signature:

Date

Print Name:

## **VANDERBILT FLEET MANAGEMENT PROGRAM**

Vanderbilt University has selected Enterprise Fleet Management (EFM) to provide full vehicle fleet services including leasing all automobiles, vans, light and medium duty trucks. Each leased vehicle is automatically included in the EFM maintenance program which provides all oil changes, brake and tire service/replacement and general maintenance. A "best in class" list of vehicles is offered, all fully equipped with automatic transmissions, air conditioning and most of the commonly desired power accessories. EFM can also provide customized markings, install special equipment and order specialized service truck configurations.

### **VEHICLE ACQUISITION PROCESS**

Acquiring a new or replacement vehicle is a 3-step process:

- 1** Select the vehicle from the approved list located at the Vehicle Fleet Management program website. Contact Enterprise Fleet Management to request a lease quote for the selected vehicle including pricing for all custom or specialty options.
- 2** Complete the Vehicle Acquisition Form (VAF) and submit it along with the EFM quote to your business officer, department head and Vice Chancellor or their designate for review and approval.
- 3** If your VAF is approved submit an Oracle Non-Catalog Order by Quantity and attach the signed VAF and EFM quote. Purchasing Services will send the approved order to Enterprise Fleet Management. EFM will contact you when the new vehicle is ready for delivery. EFM will also make arrangements to pick up any replaced vehicle for disposal.

### **Enterprise Fleet Management Program**

Business Development Manager:     Dustin McCroskey             Dustin.L.Mccroskey@efleets.com  
Direct: 615-309-9664  
Cell: 865-755-2660  
Fax: 615-771-0688  
284 Mallory Station Road  
Franklin, TN 37067

### **Purchasing Services**

Fleet Management Sourcing Officer Bob Peabody bob.peabody@vanderbilt.edu  
Direct: 615-322-2754

Purchasing general number: 615-322-2911x4

[Vanderbilt Fleet Management program website](#)