

## New Vehicle Acquisition Request

Prior to the purchase and registration of a new Columbia University vehicle, a complete Vehicle Registration Report must be submitted to Risk Management. Please complete this form and email to: [gl2421@columbia.edu](mailto:gl2421@columbia.edu). The departmental Vehicle Coordinator will receive a confirmation email from Risk Management within one business day. Note: it takes approximately 3-5 business days to obtain an insurance ID card. The NY DMV will not register a vehicle without proof of insurance, so allow time for this process when scheduling your purchase. The Vehicle Coordinator will be contacted when the insurance ID card is ready. The original title of the vehicle as well as a copy of the current registration will be kept by Risk Management. A copy of the title and the original registration will be kept by the responsible department.

**Note:** If you are purchasing a vehicle through a dealership in New York State, the Risk Management office needs to sign off the MV-82 form. The dealership and responsible department may file all other relevant paperwork, including documentation of the University's tax-exempt status.

**All vehicles must be registered to: THE TRUSTEES OF COLUMBIA UNIVERSITY  
615 W. 131 STREET, 3-362A  
NEW YORK, NY 10027**

An ARC account number must be provided for each new vehicle. Insurance premiums will be charged to the responsible department on a quarterly basis. Risk Management can provide estimated insurance premium upon request. Registration renewal fees will be charged back to the department on an annual/bi-annual basis. If you do not wish to renew the insurance or registration, please file a Vehicle Disposal Condition Report and original license plate surrender receipts. Please make sure that all parking tickets are paid promptly at the departmental level to avoid late charges and fees.

For complete information on Columbia's automobile and watercraft policies, please see the Administrative Policy Library: "Vehicle Acquisition, Operation & Disposal Policy." Further information can also be found on the Risk Management website.

<b>Vehicle Coordinator Name:</b>		<b>Vehicle Coordinator Tel:</b>	
<b>Responsible Department:</b>		<b>Vehicle Coordinator Email:</b>	
<b>Department ARC number</b>		<b>VIN:</b>	
<b>Make &amp; Model:</b>		<b>Color:</b>	<b>Year:</b>

<b>Method of Purchase:</b>		<b>Condition:</b>		<b>Today's Date:</b>	
<b>Sale Price:</b>		<b>Odometer:</b>		<b>Date of Purchase:</b>	

<b>Reason for Purchase (business purchase):</b>	
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<b>Collision Coverage?</b>		<b>Driver's Alert?</b>	
<b>Where will the vehicle be parked?</b>		<b>Address of primary parking place:</b>	