

Vehicle/Other Create Request – *all original paper documents must be mailed to Statewide*

Documents Included (Yes/No):

_____ Original Certificate of Origin signed by dealer (New Vehicle) OR Signed Title (Used Vehicle)

_____ Copy of PO or JV if vehicle was purchased

_____ Copy of Donation paperwork if vehicle was donated

_____ Copy of JV to record donation if vehicle was donated

Note on PO/JV document, this document should be found as a reference number on your most recently campus monthly recon. If it isn't found on that recon, please provide explanation here:

Vehicle Information

Please fill in the following details for your vehicle:

Acquisition Date: _____

Max Number of Passengers: _____

Vehicle color: _____

Vehicle Weight: _____

Fuel Type: _____

Odometer reading if applicable: _____

Banner Location Code (Ex: SW910) _____

Banner Fund and Org used to Purchase: _____

Banner Grant Number if vehicle was purchased with grant/restricted funds: _____

Requestor Name, Email and Phone Number:

Campus Property Coordinator Name: _____

Mail to:

Statewide Financial Systems - Property

Attn: Chris Perkowski

PO Box 756580

Fairbanks, AK 99775-6580

For questions, please email UA-property-operations@alaska.edu