

Vehicle Capital Asset Information Sheet-Multimodal Division

Agency Name: _____ Date Sheet Completed: _____

Agency Address: _____

Agency Telephone Number: _____ Contact Person: _____

VIN Number: _____ VIN Verified on Vehicle: Yes or No

Year: _____ Make: _____ Type of Vehicle: _____ ADA Vehicle: Yes or No

License Plate: _____ Usage of Vehicle: _____ Condition of Vehicle: _____

Location of Vehicle: _____ Delivery Date: _____ Beginning Date of Active Service: _____

Agency Assigned Number: _____ Useful Life Benchmark (Required by TAM): _____

Depreciation Method: _____ Number of Years for Useful Life: _____

Complete One: Monthly Depreciation Amount: _____ *or* Yearly Depreciation Amount: _____

Required information if new vehicle is a Replacement Vehicle listed in the Application/Contract ALI

This vehicle is a Replacement for VIN: _____

Note: Local Disposal paperwork will be behind Title Documentation.

Is the vehicle being replaced a Federal/State funded vehicle or a 100% locally funded vehicle .

(Agency will have 90 days after delivery of the Replacement vehicle to begin the disposal process for vehicle listed above.)

Budget Details 1: Funding Source: _____ **Total Cost of the New Vehicle:** _____

Federal TEAM Number: _____ F & A Contract Number: _____

Project Number: _____ Check Number of Vendor Payment: _____

Federal Share %: _____ Amount Paid: _____

State Share %: _____ Amount Paid: _____

Local Share %: _____ Amount Paid: _____

Note: Both the Percentage and Money Amount must be listed.

Budget Details 2: Completed if Vehicle is paid with 2 grants. Additional Funding Source: _____

Federal TEAM Number: _____ F & A Contract Number: _____

Project Number: _____ Check Number of Vendor Payment: _____

Federal Share %: _____ Amount Paid: _____

State Share %: _____ Amount Paid: _____

Local Share %: _____ Amount Paid: _____

Note: Both the Percentage and Money Amount must be listed.

Required Documentation for New Vehicle:

1) Original Tennessee Certificate of Title, 2) Copy of the Tennessee Registration, 3) Bill of Sale, 4) Vehicle Invoice, 5) Post Delivery Certifications (*Buy America, FMVSS, Purchaser's Requirements*), and 6) Proof of Insurance for Vehicle.

Mail to: TDOT/ Multimodal Division, James K Polk Bldg., 505 Deaderick St Ste 1800, Nashville Tn 37243 ATTN: Asset Manager

Revised: Jan 2017