



New Vehicle/Equipment Purchase Notice

Completing this form and submitting to Risk Management ensures that the all necessary info is gathered and added to the schedule for insurance purposes.

Assigned Vehicle #:

Year:

Make:

Model:

VIN#/Serial#:

Department:

Area of Use:

Purchase Value:

Replacement Value:

Special Equipment Added:

Value of Special Equipment:

Purchased From:

Date of Physical Reception:

Date Added to Vehicle List:

Requested Date to Add to Insurance:

Signature:

***** Please forward to Human Resources Risk Management within 3 business days of purchase. For questions or concerns, please call Human Resources (775) 782-9860. *****