

## Vehicle & Equipment Guidelines: Acquisitions & Disposal (RAM Program Manual, Section 20.4):

### **Planned Acquisitions:**

- For acquisitions which are planned and included in the Annual Work Program (Cost Analysis section), the Contractor may proceed with the purchase as scheduled.

### **Unplanned Acquisitions:**

- For unplanned acquisitions the Contractor must obtain prior written approval from DSPN before purchasing the equipment if they intend to be reimbursed through the Roadside Facilities Program.
- Submit an Equipment Acquisition Information Form (RAM Program Manual, Section 31.25) to DSPN prior to the equipment purchase.
- Include three written price quotes or an explanation of why three quotes were not given to DSPN along with the Equipment Acquisition Information Form
- Upon review of the information submitted, the acquisition will be approved if acceptable to the conditions of the contract.

### **Vehicle & Equipment Acquisition Form:**

- Upon receipt of the vehicle/equipment purchase, complete the Vehicle & Equipment Replacement Affidavit Form (RAM Program Manual, Section 31.29)
- Replacement: Complete the top portion of the form with the outgoing equipment and the bottom portion with the new.
- New (Addition): Complete only the bottom portion of the form.

### **Invoicing Vehicle & Equipment Acquisitions:**

- Include the completed Vehicle & Equipment Replacement Affidavit Form along with the purchase receipt with the monthly RAM invoice that it is being billed on.
- Costs for equipment/vehicle purchases not approved, will not be approved on your monthly invoice.