

Effective November 1, 2018, the motor vehicle purchase and lease process has changed. The Motor Vehicle, Watercraft & Aircraft Request Form has been eliminated; in its place, departments will need to include Standard Comment AST-A002 when creating a requisition to purchase or lease a vehicle. Vehicle requisitions will now obtain the appropriate approvals through the workflow process in UCF Financials.

The new process will also affect the procedures for leasing vehicles. Please see our updated [Guidelines for Lease Vehicles](#) on the Procurement Services website under **Procedures > Vehicles**. For instructions on using Standard Comment AST-A002, see the UCF Financials Addy Tip [Categories and Comments for Vehicle Purchases and Leases](#).