

## Vehicle Tag and Title Procedures

When purchasing a vehicle for your department, please keep in mind the following procedures:

- The requesting department should complete all applicable forms upon vehicle delivery, except for the title application and the power of attorney form (when needed), which the dealer will give to Procurement Services to complete and sign.
- All title and registration paperwork must use the address for UCF Procurement Services, which is the central repository for all vehicle records:  
**University of Central Florida**  
**12479 Research Parkway, Suite 600**  
**Orlando, FL 32826**
- Florida vehicle dealers should process all tag, title, and registration documents for new vehicles with the Department of Motor Vehicles (DMV). The dealer (or department if received in error) must forward all documents to Procurement Services using the address above. For new vehicles purchased out of state, the dealer must forward all documents to Procurement Services for processing through the Florida DMV.
- Upon receiving the appropriate documents, Procurement Services will obtain the vehicle tag, title, and registration from the DMV. Departments are responsible for reimbursing Procurement Services for the cost of these items via an interdepartmental transfer of funds. Once the department completes the transfer, the tag, title, and registration can be picked up from the Procurement Services office.
- If a vehicle's tag is lost, stolen, or damaged, the department must notify Procurement Services with the tag number and vehicle identification number (VIN). Procurement Services will obtain a replacement tag from the DMV and give it to the department once an interdepartmental transfer is completed.
- For trailers, the original manufacturer certificate of origin (MCO) must be sent to Procurement Services with a copy of the purchase order or original bill of sale in order to obtain the tag and title from the DMV.
- Procurement Services does not provide UCF asset tags to departments. Please contact Property and Inventory Control to obtain a UCF asset tag for the vehicle. For golf carts, please contact the University Compliance, Ethics, and Risk Office.

For more information on vehicle purchases and tag and title procedures, please visit our [Vehicle Procedures](#) page and Section 8F of our [Procedures Manual](#), or reach out to us at [procurement@ucf.edu](mailto:procurement@ucf.edu).

